

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman

Patrick Moynihan, Jr., Vice-Chairman

Steve Fewell, John Vander Leest, Patrick Evans

Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, May 6, 2013

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of April 8, 2013.

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Circuit Courts – Judicial Assistant - Vacated 4/30/13.
2. Corporation Counsel – Assistant Corporation Counsel - Vacated – To be determined.
3. Corporation Counsel – Lead Assistant Corporation Counsel - Vacated 6/4/13.
4. Health – Environmental/Lab Manager - Vacated 8/16/13.
5. Human Resources – Benefits Specialist - Vacated 5/15/13.
6. Human Services-CTC – Scheduling Specialist - Vacated 4/3/13.
7. Human Service-CTC – Behavioral Health Clinic Manager - Vacated 4/1/13.
8. Human Services-Economic Support – Economic Support Specialist (x2) - Vacated 4/15/13 & Vacated 4/30/13.
9. Human Services – Social Worker/Case Manager-Juvenile Court Intake/Disposition - Vacated 4/19/13.
10. Human Services – Social Worker/Case Manager-Long Term Care - Vacated 5/3/13.
11. NEW Zoo – Assistant Zookeeper (x2) - Vacated 5/10/13.
12. Planning and Land Services – Survey Crew Chief.
13. Public Works – Civil Engineer - Vacated 5/3/13.
14. Public Works – Highway Laborer - Vacated 12/14/12.

Communications

15. Communication from Supervisor Nicholson re: Review the ordinance/policy/county code that prohibits county employees to do lobbying own interest on county time. *Held for one month.*
 - a) **Closed Session** Pursuant to Wis. Stats. §19.85(1)(f): Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, data, or involved in such problems or investigations.
16. Communication from Supervisor Nicholson re: To invite the Deputy Corporation Counsel who prepared and advised Supervisor Steffens for the last eleven months resolution (term limits) explaining the position of the opinion. *Referred from April County Board.*
17. Communication from Supervisor Campbell re: Setting up a college-level internship program with one or two interns assigned to market to the public our programs and facilities. *Referred from April County Board.*

18. Communication from Supervisor Campbell re: To refer for review by Executive Committee and Public Safety step pay for public safety employees with possible action. *May 1, 2013 Public Safety Minutes attached with recommendation to Executive Committee.*
19. Communication from Supervisor Robinson re: Request the County Board consider the creation of an annual award that would recognize an individual, group or organization that has worked to highlight the positive impact diversity has upon our community. *Referred from April County Board.*
20. Communication from Supervisor Buckley re: Review what is the work week for the 24/7 employees. *Held for two months.*
21. Communication from Supervisor Erickson re: Supervisors are requesting resolutions be drawn up before the parent committee has ever looked at or discussed the topic. All resolutions should start with the committee chair or board chair or vice-chair. *Referred from March County Board.*
22. Communication from County Board Chair Moynihan re: Request the Executive Committee formulate a directive in which a standing committee may endorse the nomination of citizen recognition in the form of a resolution/commendation. *Referred from March County Board.*
23. Communication from County Board Chair Moynihan re: Instruct I.S. to develop a "Spotlight" section on the Brown County Website which reflects a Brown County Citizen's accomplishments in volunteerism and/or philanthropic work. *Referred from March County Board.*
24. Communication from Supervisor Fewell re: To approve a proclamation honoring the Pulaski High School Boys Basketball Team on winning the WIAA Division 2 State Boys Basketball Championship. *Referred from March County Board.*

Legal Bills

25. Review and Possible Action on Legal Bills to be paid.

Other

26. Discussion of the Chapter 4 modifications and the effects on departments that operate 24 hours per day, seven days per week. *Held for one month.*
27. Budget Adjustment Request (13-37) Category 4: Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund): Request to transfer \$500,000 from the General Fund to be appropriated to the demolition, recycling and hazardous materials abatement for the old Mental Health Center located on St. Anthony Drive in Green Bay.

Reports

28. **County Executive Report.** (None)
29. **Internal Auditor Report.**
 - a) Budget Status Financial Report for March, 2013.
 - b) Brown County Bank Account Reconciliation Review.

Resolutions, Ordinances

30. Resolution to Approve Submission Requirements for Proposed Amendments to the Annual Budget by Board Supervisors.
31. Resolution re: Change in Table of Organization Neville Public Museum Curator.

Closed Sessions:

32. Update and discussion on the prohibited practice complaint filed by the Brown County Sheriff's Department Non-Supervisory Labor Association.
33. Update and discussion on the prohibited practice complaint filed by the Brown County Airport Labor Association

Closed session on Both No. 32 and 33 above: Update, discussion and possible action on the prohibited practice complaints filed by the Brown County Sheriff's Department Non-Supervisory Labor Association and the Brown County Airport Labor Association, pursuant to Wis. Stats. §19.85 (1) (e) and (g) deliberating or negotiating the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and conferring with legal counsel for the

governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Reconvene in open session:

- a. Update, discussion and possible action on the prohibited practice complaints filed by the Brown County Sheriff's Department Non-Supervisory Labor Association.
- b. Update, discussion and possible action on the prohibited practice complaints filed by the Brown County Airport Labor Association.

Agenda item:

34. Update and discussion on the two Appeals Cases regarding Green Bay Professional Police Association, et al v. City of Green Bay and Brown County, Court of Appeals Case No. 2013 AP 269 (Writ of Mandamus) and Case No. 2013 AP 270 (Wis. Stat. §111.70(4)(mc)6).

Closed Session on No. 34 above: Update and discussion on the two Appeals Cases regarding Green Bay Professional Police Association, et al v. City of Green Bay and Brown County, Court of Appeals Case No. 2013 AP 269 (Writ of Mandamus) and Case No. 2013 AP 270 (Wis. Stat. §111.70(4)(mc)6), pursuant to Wis. Stats. §19.85 (1) (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Reconvene in open session:

- a. Update, discussion and possible action on the two Appeals Cases regarding Green Bay Professional Police Association, et al v. City of Green Bay and Brown County, Court of Appeals Case No. 2013 AP 269 (Writ of Mandamus) and Case No. 2013 AP 270 (Wis. Stat. §111.70(4)(mc)6).

Agenda item:

35. Update and discussion on the employee Grievances filed with the County involving work related issues in department.

Closed Session on No. 35 above: Update and discussion on the Grievances filed with the County involving work related issues in department, pursuant to Wis. Stats. §19.85 (1) (e) and (f) deliberating or negotiating the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and considering personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, data or involved in such problems or investigations.

Reconvene in open session:

- a. Update, discussion and possible action on the employee Grievances filed with the County involving work related issues in department.

Agenda Item:

36. Discussion and possible action as to competitive bargaining of salary and compensation for positions in human services department. *Referred from April 24, 2013 Human Services meeting, minutes attached.*

Closed Session on No. 36 above: Discussion as to competitive bargaining of salary and compensation for positions in human services department, pursuant to Wis. Stat. § 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Reconvene in open session:

- a. Discussion and possible action as to competitive bargaining of salary and compensation for positions in human services department.

Other

- 37. Such other matters as authorized by law.
- 38. Adjourn

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, April 8, 2013 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Chair Tom Lund, Supervisors Patrick Moynihan, Jr., Pat Evans, Bernie Erickson, John VanderLeest, Steve Fewell, Dan Robinson

Excused:

Also Present: Supervisors Pat Williams, Andy Nicholson, Dan Robinson; Brent Miller, Dan Process, David Hjalmsquist, Juliana Reunzel, Brian Shoup, Lynn VandenLangenberg, David Lasee, Other Interested Parties

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to amend the agenda and strike Item #24. Vote taken. MOTION UNANIMOUSLY APPROVED.

III. Approve/modify minutes of March 11, 2013.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.

Comments from the Public - None

Vacant Budgeted Positions (Request to Fill)

1. Circuit Courts – Court Commissioner – Vacated 4/26/13.
2. Human Services – CTC – Admissions/Billing/Collections Supervisor – Vacated 4/19/13.
3. Human Services – CTC – Director of Nursing – Hospital – Vacated 3/19/13.
4. Human Services – CTC – Health Information Services Manager – Vacated 6/3/13.
5. Human Services – CTP – AODA Counselor – Vacated 2/8/13.
6. Human Services – Economic Support – Clerk II – Vacated 3/27/13.
7. Human Services – Economic Support – Economic Support Specialist I (x2) – Vacated 4/4/13 and 5/2/13.
8. Human Services – Social Worker/Case Manager – Child Protection Intake/Ongoing – Vacated 3/22/13.
9. Public Works – Facility Management – Facility Worker – Vacated 3/17/13.
10. Public Works – Facility Management – Housekeeper - .5 FTE (x2) – Vacated 3/15/13.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to suspend the rules to take Items 1 through 10. Vote taken. MOTION UNANIMOUSLY APPROVED.

Motion made by Supervisor Evans, seconded by Supervisor Erickson to approve Items 1 through 10. Vote taken. MOTION UNANIMOUSLY APPROVED.

Communications

- 11. Communication from Supervisor Steffen re: Term-limits for Brown County Supervisors. *Referred to April Executive from February County Board.***

**Motion made by Supervisor Erickson, seconded by Supervisor Evans to receive and place on file.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

Supervisor Vander Leest arrived at 5:37 p.m.

- 11a. Resolution to Establish Term Limits for Board Supervisors. *Motion at February Exec: To put resolution on agenda.***

**Motion made by Supervisor Erickson, seconded by Supervisor Evans to receive and place on file.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

- 12. Communication from Supervisors Van Dyck & Lund re: Request that the task force that was formed by the Board Chair last year to examine the future of BC Library system be disbanded and that the mission for which it was formed be undertaken by the Education and Recreation Committee. *Held for 30 days.***

Supervisor Erickson pointed out that there has been more than one group who is discussing the library system, opining that it is being overdone. He asked that the group formed by the Board Chair be disbanded and that their mission be undertaken by this committee.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to approve disbanning the task force that was formed by the Board Chair to examine the future of the Brown County Library system and refer it to the Education & Recreation Committee.

Supervisor VanderLeest pointed out that not only the PD&T committee and the Ed & Rec committee are discussing the library system, but discussions are also being held by the Library Board, Governing Board, etc. and they are not updating the other. He suggested that a clear process be developed.

Erickson asked to withdraw his original motion and replace it with the following.

**Motion made by Supervisor Erickson, seconded by Supervisor Evans to receive and place on file.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

- 13. Communication from Supervisor Nicholson re: Review the ordinance/policy/county code that prohibits county employees to do lobbying in their own interest on county time. *Referred to HR for classification, held for 30 days with possible closed session (See Item #24).***

Supervisor VanderLeest stated that the City of Green Bay has a policy which clearly states their employees are not allowed to lobby in their own interest during work hours. Fewell added that this item has been referred to HR for classification which will be ready for discussion in 30 days.

**Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to hold for one month.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

Legal Bills

- 14. Review and Possible Action on Legal Bills to be paid.
Motion made by Supervisor Vander Leest, seconded by Supervisor Buckley to pay the bills.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

III

Other

15. **Discussion of the Chapter 4 modifications and the effects on departments that operate 24 hours per day, seven days per week. *Motion at December Exec: To have a quarterly report for the 911 Communication Center.***

Human Resources Director Lynn VandenLangenberg reported that the HR Department has been working with the 911 Director and staff and are in the process of finalizing their report. At this time modifications are being reviewed by staff for their input. She requested that action be held for one month.

**Motion made by Supervisor Fewell, seconded by Supervisor Buckley to hold for one month.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

Reports

16. **County Executive Report.** No report, no action.

17. **Internal Auditor Report.**

- a) **Budget Status Financial Report for December, 2012 and February, 2013.**

Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to receive and place on file 17a. Vote taken. MOTION UNANIMOUSLY APPROVED.

- b) **Quarterly Status Update.**

Internal Auditor Dan Process summarized projects which are in progress or which were completed during the first quarter of 2013 which included completion of various requests to Administrative Policy A-10 Monetary Receipts, Disbursements, and Deposits for Aging and Disability Resource Center, District Attorney, Parks, & Library; County Bank Reconciliation Review; Standard Monthly Duties; Standard Quarterly Duties; and other miscellaneous activities.

Supervisor VanderLeest asked whether internal controls are in place and the Internal Auditor indicated he was not aware of this practice, however, there is a "Tip Line" in place if employees wish to report concerns.

Director of Human Services, Brian Shoup, noted that his department does have several internal controls which are reviewed annually.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file 17b. Vote taken. MOTION UNANIMOUSLY APPROVED.

Resolutions, Ordinances

18. **Resolution to Approve Submission Requirements for Proposed Amendments to the Annual Budget by Board Supervisors. *Referred from Admin Cmte – See attached minutes.***

This resolution was drafted to establish guidelines for the annual operating budget review process which is distributed by the County Executive by October 1st of each year. Each standing committee is required to conduct a review and hold a public hearing to conclude 7 to 14 days in advance of the annual Board budget meeting. Any amendments shall be submitted to the County Board office in writing to include financial amendments, fund transfers and tax levy adjustments. Submittals will be reviewed and submitted to the full County Board, the County Executive, department heads, media, and to the IS Department for posting on the county's public website. Board Chairman Moynihan explained the intent is to allow supervisors time for research and bring their concerns forward.

Comments from the supervisors included VanderLeest expressing concern with the 7 to 14 day period, noting that financial numbers are sometimes updated at the last minute. He encouraged a process that would bring ideas and issues to the Executive, then on to committee level to make adjustments ahead of budget day. He stated that although work should be encouraged ahead of time, there should always be an opportunity to hear from the public and have flexibility on budget day.

Lund opined this policy somewhat ties the hands of supervisors, although all items can be discussed at the budget meeting.

Supervisor Evans pointed out that the resolution is binding and there would be a process to make any changes. He was inclined to vote against the resolution, opining that it is bad government to tie the hands of the executive branch.

Supervisor Fewell also had issues with any last minute decisions being made at the budget meeting, stating it is best if all supervisors are informed and can make a decision before that time, that last minute decisions could be seen as a violation of public trust. Fewell stated that although there may be times when last minute adjustments need to be made, it should be the exception and not the rule.

Supervisor Buckley indicated it is important to allow staff time to do their investigation and review so that the correct information is presented, and VanderLeest opined that although he would encourage work ahead of time there should be flexibility on budget day.

Supervisor Robinson expressed agreement with the spirit of the resolution as it commits to a policy or guideline. He indicated that decisions are best made when County Board members are all informed and have necessary information ahead of time. He suggested a language change to the resolution which would state, NOW BE IT RESOLVED that board members be encouraged . . .

Supervisor Lund suggested that the resolution be referred to staff to re-draft so that it is non-binding and return to committee.

**Motion made by Supervisor Evans, seconded by Supervisor Erickson to receive and place on file.
WITHDRAWN**

**Motion made by Supervisor Fewell, seconded by Supervisor Buckley to refer to the Corporation Counsel to draft a resolution that is non-binding and return to committee. Vote taken.
MOTION UNANIMOUSLY APPROVED.**

19. **Resolution re: Change in Table of Organization Human Services Department – Advanced Practice Nurse Prescriber.**

**Motion made by Supervisor Evans, seconded by Supervisor Buckley to approve. Vote taken.
MOTION UNANIMOUSLY APPROVED.**

20. **Resolution re: Change in Table of Organization Public Works Department – Electrical Journeyman.**

**Motion made by Supervisor Erickson, seconded by Supervisor Vander Leest to approve.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

21. **Resolution re: To Approve The Purchase and Subsequent Sale of Parcel HL-356, Located Adjacent to the Property Proposed Under the 1998 Landfill Siting Agreement for the Construction of a South Landfill in the Town of Holland.**

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to receive and place on file.
Vote taken. MOTION UNANIMOUSLY APPROVED.

22. **Resolution re: Supporting Efforts to Maintain the Tax-Exempt Status of Municipal Bonds.**

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve.
Vote taken. MOTION UNANIMOUSLY APPROVED.

23. **Resolution requesting the Brown County Board of Supervisors contract for an Assistant District Attorney position and a Support Staff position.**

Supervisor Buckley asked for confirmation that the Legal Assistant II in the 5th Whereas of the Resolution is a contracted position with no benefits, stating that if it is, it should not be included on the Table of Organization and would require a change in the financial numbers.

With regard to the Assistant DA position and a support staff position, the DA has provided a budget of \$78,000 for a contracted attorney, \$54,998.50 for a Legal Assistant II, and \$16,679 for necessary equipment for a period of one year for the Drug Task Force.

Supervisor Evans had questions relative to the Domestic Violence Grant and the funding of staff by the County, indicating he would not support at this time. If the County is going to fund staff positions, he suggested filling three. Supervisor Erickson reported that at a recent Legislative Breakfast he attended there were comments that if the County continues to fund the positions, the State will never pick them up.

VanderLeest asked for clarification if this is a one-time deal to get through the backlog and would not be an ongoing situation. If so, he would support. DA Lasee responded that although the courts are understaffed, his office could handle the backlog. He indicated that of 100 drug cases last year, only 1% went to trial. VanderLeest asked for periodic reports on progress with the backlog.

Supervisor Fewell suggested that a detailed log of the financials paid by the County for these positions be sent to the State and Chairman Lund recommended that Fewell put a communication in to the Board Office to this effect.

Other comments and discussion included that of Supervisor Robinson who asked about the categories of offenses. He expressed hesitancy to move on this at this time, asking if the money could go to higher cases. Chairman Lund stated that although he is regretful that the State will not cover these positions as they should, he is in favor of approval as it affects public safety.

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to approve with the amendment of a change to financials related to the Legal Assistant II position –that is contracted with no benefits. Vote taken. Nay: Evans. MOTION APPROVED

Motion made by Supervisor Fewell, seconded by Supervisor Buckley to approve as amended. Vote taken. MOTION APPROVED.

III

24. **Closed Session:**

Closed Session Pursuant to Wis. Stats. §19.85(1)(f): Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b)

applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, data, or involved in such problems or investigations.

No discussion, no action taken.

25. **Closed Session Pursuant to Wis. Stats. §19.85(1)(e) Labor Negotiations with Non Supervisors: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conduction other specified public business, whenever competitive or bargaining reasons require a closed session.**

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to enter into closed session. Vote taken. MOTION UNANIMOUSLY APPROVED.

Roll call: Evans, Erickson, Lund, Moynihan, Buckley, Vander Leest, Fewell @ 6:47p.m.

Motion made by Supervisor Vander Leest, seconded by Supervisor Moynihan to return to regular order of business. Vote taken. Nays: Buckley, Evans. MOTION APPROVED.

Other

26. **Such other matters as authorized by law.**

Future Agenda:

Supervisor Buckley asked that the Administration Committee have a discussion pertaining to step pay increases for Public Safety, Communication Center, and jailers. Supervisor VanderLeest requested that a discussion regarding Sheriff's Department insurance also be included.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to adjourn at 7:06 p.m. Vote taken. MOTION UNANIMOUSLY APPROVED.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Rae G. Knippel
Transcription

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

May 6, 2013

Departments for position approval process at May Executive Committee:

Circuit Courts – Judicial Assistant

Vacated 4/30/13

Corporation Counsel – Assistant Corporation Counsel

Vacated – To be determined

Corporation Counsel – Lead Assistant Corporation Counsel

Vacated 6/4/13

Health – Environmental/Lab Manager

Vacated 8/16/13

Human Resources – Benefits Specialist

Vacated 5/15/13

Human Services-CTC – Scheduling Specialist

Vacated 4/3/13

Human Service-CTC – Behavioral Health Clinic Manager

Vacated 4/1/13

Human Services-Economic Support – Economic Support Specialist (x2)

Vacated 4/15/13

Vacated 4/30/13

Human Services – Social Worker/Case Manager-Juvenile Court Intake/Disposition

Vacated 4/19/13

Human Services – Social Worker/Case Manager-Long Term Care

Vacated 5/3/13

NEW Zoo – Assistant Zookeeper (x2)

Vacated 5/10/13 (both)

Planning and Land Services – Survey Crew Chief

Vacated 5/2/13

Public Works – Civil Engineer

Vacated 5/3/13

Public Works – Highway Laborer

Vacated 12/14/12

WILLIAM M. ATKINSON

Presiding Judge



CHERYL BEEKMAN

Office Manager

(920) 448-4146

CIRCUIT COURT BRANCH VIII

BROWN COUNTY COURTHOUSE

100 S. JEFFERSON STREET

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

TO: Troy Streckenbach, County Executive
Lynn VandenLangenberg, Interim Human Resources Manager
Brent Miller, Director of Administration

FROM: Cheryl Beekman, Office Manager

DATE: April 25, 2013

SUBJECT: Request to Fill – Judicial Assistant

1. Is the position description current or does it require updates?

Position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

All services are mandatory and essential. This position is necessary to provide support to the Circuit Court Judges. The Circuit Courts' services are mandated by State Statutes, Federal Code and both State and Federal Constitutions.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Judicial Assistant provides integral support for the function of the court system. Job performance measures include work production, timeliness of output and satisfaction of the judge, attorneys and the public whom they serve.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The duties of the judicial assistant position require a full-time employee, and the duties cannot be absorbed by other staff. The volume of cases in each circuit court branch requires an individual employee.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Sufficient funds are available to fill the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

In order to maintain the current level of service, the position must be filled.

Budget Impact Calculation

Department: Court System
Position: Judicial Assistant

Partial Budget Impact: 05/21/2013-12/31/13 31 weeks

Salary	\$ 26,486.52
Fringe Benefits	<u>\$ 13,604.23</u>
	\$ 40,090.75

Note: Estimated date of hire for partial year calculation is for the date of employee resignation

Annualized Budget Impact:

Salary	\$ 44,429.00
Fringe Benefits	<u>\$ 22,820.00</u>
	\$ 67,249.00

Note: this position is in the 2013 budget

Position vacated: 4/30/2013

Budgeted hourly wage rate: \$21.36

Total Number of FTEs Budget for this position title in budget:	9
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	9
Number of FTEs filled with this position vacant:	8
Percent of this position staffed:	89%

Analyst Recommendation: This position has been vacant since October, and staff has been filling in as best as they can. I recommend approval. Thomas Smith

Contact Party	Name	Number
	Cheryl Beekman	4146

CORPORATION COUNSEL OFFICE

Brown County

305 E. Walnut Street, Suite 680
P.O. Box 23600
Green Bay, WI 54305-3600

Juliana M. Ruenzel
Corporation Counsel

PHONE (920) 448-4006
FAX (920) 448-4003
ruenzel_jm@co.brown.wi.us

April 16, 2013

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Juliana M. Ruenzel, Corporation Counsel
Corporation Counsel Department

SUBJECT: Request to Fill Child Support Assistant Corporation Counsel Position

1. Is the position description current or does it require updates?

I have reviewed the position description and sent all changes to the Human Resources Department.

2. Are the duties of the position related to an essential mandatory service? If yes, explain.

The County is required to provide attorneys for child support enforcement pursuant to Wis. Stat. §59.53 (6). Under the same section, those attorneys are responsible for child support enforcement and the establishment of paternity. Currently, there are two full-time and one half-time attorney positions in Child Support. This Child Support Assistant Corporation Counsel Position opened up when one of the Assistant Corporation Counsel Child Support attorneys moved up into the Lead attorney position due to a vacancy.

In additions to the State mandate for these positions, the County has thousands of residents that are dependent on the agency and the legal work of the attorneys for the agency to enforce child support.

3. Describe job performance measurement for this position.

The caseload for the child support attorneys is constant and never ending. Job performance measurement is based on successfully following the State Statutory Guidelines, which at times allows for deviation, and obtaining child support orders, medical insurance orders when applicable and other criteria as determined on case by

case bases.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

A vacancy will present problems, not opportunities. Currently the child support attorneys are extremely busy and there is a danger of getting back logged with a vacancy. The Child Support attorneys need to have an in depth and detailed understanding of all facets of child support enforcement, and they must interact with the child support specialists on a daily basis. Outsourcing this service would not be practical or efficient.

6. Are budgeted funds sufficient to cover the cost of filling the position?

There are budgeted funds sufficient to cover the cost of filling this position. Notably, the requirement the County provides child support enforcement attorneys is a rare "funded" mandate. Sixty-six percent of the salary and fringe benefits cost for this position is reimbursed through the state by the federal government. The county pays the difference. The child support agency budgets for the county's contribution to salary and benefits.

**7. What is the impact of not filling the position in 3 months? 6 months? 12 months?
Not at all?**

The primary impact will be a growing backlog of child support matters for court. For example, the current waiting time to bring a child support matter to court might be 30 days. With a backlog, the delay could extend out to 60-90 days or longer. Delays complicate matters and frustrate the public serviced by the agency. There are many other undesirable consequences of long delays including decreased child support collection, and increased reliance on economic support programs for the impoverished.

Budget Impact Calculation

Department: Corporation Counsel - Child Support
Position: Assistant Corp Counsel

Partial Budget Impact: 6/3/2013-12/31/13 29 weeks

Salary	\$ 35,113.42
Fringe Benefits	<u>\$ 14,269.67</u>
	\$ 49,383.10

Estimated date of hire is for the week of the current employee's retirement

Annualized Budget Impact:

Salary	\$ 62,962.00
Fringe Benefits	<u>\$ 25,587.00</u>
	\$ 88,549.00

Note: this position is in the 2013 budget

Position vacated: To Be determined

Budgeted hourly wage rate: \$30.27

Total Number of FTEs Budget for this position title in budget:	4.5
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	4.5
Number of FTEs filled with this position vacant:	3.5
Percent of this position staffed:	78%

Analyst Recommendation: The needs of this position are uncertain. Child Support currently has 2.5 FTE attorneys, and they are looking at a possible approximate 25% cut in manpower next year. (6 FTE). This vacancy is contingent on the current employee being promoted to the Lead Staff Attorney within Child support. With the uncertainty of the manning within child support, I recommend that this position be put on hold, waiting further evaluation. Thomas Smith

Contact

Julianna Ruenzel 448-4080

CORPORATION COUNSEL OFFICE

Brown County

305 E. Walnut Street, Suite 680
P.O. Box 23600
Green Bay, WI 54305-3600

Juliana M. Ruenzel
Corporation Counsel

PHONE (920) 448-4006
FAX (920) 448-4003
ruenzel_jm@co.brown.wi.us

April 16, 2013

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Juliana M. Ruenzel, Corporation Counsel
Corporation Counsel Department

SUBJECT: Request to Fill Child Support Lead Assistant Corporation Counsel Position

1. Is the position description current or does it require updates?

I have reviewed the position description and sent all changes to the Human Resources Department.

2. Are the duties of the position related to an essential mandatory service? If yes, explain.

The County is required to provide attorneys for child support enforcement pursuant to Wis. Stat. §59.53 (6). Under the same section, those attorneys are responsible for child support enforcement and the establishment of paternity. Currently, there are two full-time and one half-time attorney positions in Child Support. This Child Support Lead Assistant Corporation Counsel Position opened up when the attorney in the position resigned.

In additions to the State mandate for these positions, the County has thousands of residents that are dependent on the agency and the legal work of the attorneys for the agency to enforce child support.

reduced funding to the County for said services and possibly a requirement to payback to the State moneys granted.

3. Describe job performance measurement for this position.

The caseload for the child support attorneys is constant and never ending. Job performance measurement is based on successfully following the State Statutory

Guidelines, which at times allows for deviation, and obtaining child support orders, medical insurance orders when applicable and other criteria as determined on case by case bases. The Lead Assistant Corporation Counsel position provides supervision of the child support staff attorney's work and is in the best position to measure output and case outcome.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

A vacancy will present problems, not opportunities. Currently the child support attorneys are extremely busy and there is a danger of getting back logged with a vacancy. The Child Support attorneys need to have an in depth and detailed understanding of all facets of child support enforcement, and they must interact with the child support specialists on a daily basis. Outsourcing this service would not be practical or efficient.

5. Are budgeted funds sufficient to cover the cost of filling the position?

There are budgeted funds sufficient to cover the cost of filling this position. Notably, the requirement the County provides child support enforcement attorneys is a rare "funded" mandate. Sixty-six percent of the salary and fringe benefits cost for this position is reimbursed through the state by the federal government. The county pays the difference. The child support agency budgets for the county's contribution to salary and benefits.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months?
Not at all?

The primary impact will be a growing backlog of child support matters for court. For example, the current waiting time to bring a child support matter to court might be 30 days. With a backlog, the delay could extend out to 60-90 days or longer. Delays complicate matters and frustrate the public serviced by the agency. There are many other undesirable consequences of long delays including decreased child support collection, and increased reliance on economic support programs for the impoverished.

Budget Impact Calculation

Department: Corporation Counsel - Child Support
Position: Lead Assistant Corporation Counsel

Partial Budget Impact: 6/3/2013-12/31/13 29 weeks

Salary \$ 41,620.58

Fringe Benefits \$ 15,241.17

\$ 56,861.75

Estimated date of hire is for the week of the current employee's retirement

Annualized Budget Impact:

Salary \$ 74,630.00

Fringe Benefits \$ 27,329.00

\$ 101,959.00

Note: this position is in the 2013 budget

Position vacated: 6/4/2013

Budgeted hourly wage rate: \$35.88

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: The needs of this position are uncertain. Child Support currently has 2.5 FTE attorneys, and they are looking at a possible approximate 25% cut in manpower next year. (6 FTE). With the uncertainty of the manning within child support, I recommend that this position be put on hold, waiting further evaluation. Thomas Smith

Contact

Julianna Ruenzel 448-4080

HEALTH DEPARTMENT



610 S. BROADWAY STREET
P. O. BOX 23600
GREEN BAY, WI 54305-3600

JUDY FRIEDERICHS, R.N., B.S.N.

PHONE (920) 448-6400 FAX (920) 448-6449 TDD (920) 448-6448

www.co.brown.wi.us/health

Director

4-23-13

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Judy Friederichs, RN., Director
Health Department

SUBJECT: Request to Fill – Environmental/Lab Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)
In process –updates being submitted.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. This position oversees the licensing and lab functions required of Level 3 health departments.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Position oversees 7 staff (6 sanitarians and 1 lab technician); manages environmental program providing: 2,843 inspections to 1,433 establishments; 47 human health hazard investigations; 112 radon test distributions & 44 beach monitoring testing; 295 rabies control orders with 38 animals sent to the state for rabies testing; and 1,288 potable water tests.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
This position is required by the state for oversight of required environmental and lab services required for a Level 3 health department. Due to specific technical requirements and heavy workload, there would be no opportunity to consolidate with other management positions in the department.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Position is budgeted for the full year.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
It would be difficult to maintain necessary oversight for enforcement and other program requirements with this position vacant for any period of time let alone during a busy time for this division.

Budget Impact Calculation

Department: Health Department
Position: Environmental/Lab Manager

Partial Budget Impact: 08/19/2013-12/31/13 18 weeks

Salary \$ 22,975.27

Fringe Benefits \$ 9,033.23

\$ 32,008.50

Note: Estimated date of hire for partial year calculation is for the Monday following the current employee's retirement

Annualized Budget Impact:

Salary \$ 66,373.00

Fringe Benefits \$ 26,096.00

\$ 92,469.00

Note: this position is in the 2013 budget

Position vacated: 8/16/2013

Budgeted hourly wage rate: \$31.91

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position manages and supervises essential and state required environmental and laboratory services for a Leve 3 Health Department. It would be difficult to maintain necessary oversight for enforcement and other program requirements with this position vacant for any period of time. I recommend approval. Thomas Smith

Contact Juli Gray 448-5405

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 2360
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

LYNN VANDEN LANGENBERG
INTERIM HUMAN RESOURCES MANAGER

April 19, 2013

TO: Troy Streckenbach, County Executive
Brent Miller, Department of Administration

FROM: Lynn Vanden Langenberg
Human Resources

SUBJECT: Request to Fill – Benefits Specialist Position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
The current position description is current
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. The benefits specialist coordinates all employee benefits questions and documentation that comes through.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Provides benefit support and information to all employees
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. There are no possible reorganizational opportunities. This is the sole position within the organization tasked with maintaining this information
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Funds are available
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
The benefit information would not be kept current, and employees would have no means to find out relevant information.

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Budget Impact Calculation

Department: Human Resources
Position: Benefits Specialist

Partial Budget Impact: 05/13/2013-12/31/13 32 weeks

Salary \$ 28,339.08

Fringe Benefits \$ 14,191.38

\$ 42,530.46

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

Annualized Budget Impact:

Salary \$ 46,051.00

Fringe Benefits \$ 23,061.00

\$ 69,112.00

Note: this position is in the 2013 budget

Position vacated: 5/15/2013

Budgeted hourly wage rate: \$22.14

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is essential to coordinating employee benefits for county employees. The position coordinates the medical, dental, vision, STD, LTD, FMLA, workers comp, WI Retirement system, HRA, FSA, Cobra and Retired Employees. I recommend Approval. Tsmith

Contact Lynn Vandenlangenberg

5

BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center
Inpatient Division
3150 Gershwin Drive
Green Bay, WI 54311



Phone (920) 391.4700

TO: Troy Streckenbach County Executive
Brent Miller Director of Administration
Lynn Vanden Langenberg, Interim Human Resource Director

FROM: Kathy DeNiel Director of Nursing
Community Treatment Center

DATE: March 26, 2013

SUBJECT: Request to Fill: Scheduling Specialist

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is updated.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain

This position is not mandated.

This position provides and supervises scheduling services for the nursing staff at the CTC.

-Schedules all floats to 4 week schedule.

-Awards hours on 4 week scheduling grid to all call and posted staff

-Replaces/schedules staff to cover sick calls, vacations, need for extra staff.

Enters scheduling information into Kronos as well as Advanced Scheduler

Edits/corrects timecards for all nursing staff; approves timecards for on call staff.

Approves vacation leaves for nursing based on staffing ratios

Facilitates coordination of performance evaluations for nursing staff with nursing administration

Communicates with Human Resources regarding the status of filling vacancies

Maintains central employee files for reports from nursing supervisory staff

Fills request of State and Federal surveyors for reports pertaining to daily staff ratios

Facilitates tracking of absenteeism of facility staff to nursing administration for follow-up

3. Describe job performance measurement for this position (clients, caseload, work output, et

Efficient scheduling reduces use of overtime and temporary replacement staff. This position manages the scheduling process for 180 employees.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is full-time. It cannot be absorbed by a Nurse Manager or front line staff. The position had an assistant scheduler three years ago. The downsizing of this job has created the need to often pull the past assistant into the department to assist during busy times, medical leaves, as well as vacations. Having a backup is critical to the function of the facility.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Funds are available. We should fill the position as soon as possible due to the nature of our business and need for appropriate scheduling/staff ratios for our patients.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The duties would most likely fall to the Directors of Nursing who are already working long hours. Many other positions at CTC will be vacated in April causing an even higher work volume.

This year the facility has possible redesign of the hospital services with the addition of a CBRF. The current Administrator, Billing Supervisor, Medical Records Supervisor, Scheduling Specialist, Director of Nursing for the Hospital and Educational Nurse have left or will be leaving this April. This will cause extra duties to fall on the experienced managers until transition is completed. The electronic medical records system is still in the development process. Much of that electronic medical record system is still under development. Many areas are taxed with an increased workload until the EMR project is fully developed.

Budget Impact Calculation

Department: Human Services - CTC
Position: Scheduling Specialist

Partial Budget Impact: 05/13/2013-12/31/13 32 weeks

Salary	\$ 30,169.85
Fringe Benefits	<u>\$ 14,464.00</u>
	\$ 44,633.85

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

Annualized Budget Impact:

Salary	\$ 49,026.00
Fringe Benefits	<u>\$ 23,504.00</u>
	\$ 72,530.00

Note: this position is in the 2013 budget

Position vacated: 4/3/2013

Budgeted hourly wage rate: \$23.57

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position ensures all minimum staffing levels are maintaining for all nursing staff at the Nursing home and hospital, and is essential to maintain the minimum standard of care. I recommend Approval. Thomas E. Smith

Contact	Name	Phone
	Kathy Deniel	391-4828

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

4/15/2013

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Brian Shoup, Executive Director
Department of Human Services

SUBJECT: Request to Fill – Behavioral Health Clinic Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description was reviewed and necessary updates were made.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. A behavioral health clinic manager is a required position for operating a mental health clinic under Wisconsin administrative rule. This position is responsible for the overall operation of the department's outpatient mental health programming, including pharmacology, case management, psychotherapy, crisis intervention, outreach, and substance abuse counseling.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The clinic manager is responsible for direct supervision of 2 MD Psychiatrists, 2 Advanced Practice Nurse Prescribers, 3 Behavioral Health Supervisors, and the overall functioning of the behavioral health outpatient clinic. Adequate performance is shown by regulatory compliance with the many certification/licensure requirements of the clinic and sub-programs as well as appropriate strategic planning and personnel performance within the outpatient clinic.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Since the duties of this position are required in order to operate a licensed clinic, the only feasible option is to refill the position.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The department will use budgeted funds to attempt to fill the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Filling the position in a timely manner is the only feasible option. Delaying refilling the position could jeopardize vital services to vulnerable citizens in our county. A long delay could threaten the license of the clinic and the sub-programs within it.

Budget Impact Calculation

Department: Human Services
Position: Behavioral Health Clinic Manager

Partial Budget Impact: 5/13/2013-12/31/13 32 weeks

Salary \$ 41,612.92

Fringe Benefits \$ 16,173.54

\$ 57,786.46

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

Annualized Budget Impact:

Salary \$ 67,621.00

Fringe Benefits \$ 26,282.00

\$ 93,903.00

Note: this position is in the 2013 budget

Position vacated: 4/1/2013

Budgeted hourly wage rate: \$32.51

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This is a required position for operating a Mental Health Center under Wisconsin Administrative rule. This position is responsible for the overall operation of the department's outpatient mental health programming, including pharmacology, case management, psychotherapy, crisis intervention, outreach, and substance abuse counseling. I recommend approval. Tom Caldie

Contact: Jeremy Kral 448-6003

Budget Impact Calculation

Department: Human Services
Position: Economic Support Specialist

Partial Budget Impact: 05/13/2013-12/31/13 32 weeks

Salary \$ 23,856.00

Fringe Benefits \$ 13,521.85

\$ 37,377.85

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

Annualized Budget Impact:

Salary \$ 38,766.00

Fringe Benefits \$ 21,973.00

\$ 60,739.00

Note: this position is in the 2013 budget

Position vacated: 4/15/2013

Budgeted hourly wage rate: \$19.88

Total Number of FTEs Budget for this position title in budget: 42.25

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 42.25

Number of FTEs filled with this position vacant: 41.25

Percent of this position staffed: 98%

Analyst Recommendation: The ESS section has been working to bring the new Energy assistance program on line. This vacancy was created by the resignation of a current employee, and failing to fill the position could affect the programs success. I recommend approval. Thomas Smith

Contact Party	Name	Number
	Jenny Hoffman	6367

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

April 16, 2013

TO: Troy Streckenbach, County Executive
Lynn VandenLangenberg, Human Resources Department
Brent Miller, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services-Community Programs

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?
The position description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.
 - o The current caseload averages between 780-880 cases per worker.
 - o Brown County Caseload Comparison:
 - Dec. 2009 – total caseload = 15,970; Foodshare **monthly** issuance = \$2.6 million
 - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million
 - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = \$3 million
 - Nov. 2012 – total caseload = 24,303; Foodshare **monthly** issuance = \$3.4 million
 - Feb. 2013 – total caseload = 23,837; Foodshare monthly issuance = \$3.5 million

Job responsibilities include:

- a. Eligibility determinations for new consumers.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
- c. Prepare and attend Fair Hearings.
- d. Determine over and under payments.
- e. Fraud prevention responsibilities.
- f. Make referrals for appropriate services and/or to additional community resources.
- g. Provide excellent customer service to the low income families we serve.



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The Economic Support Specialist must meet the following State Performance Standards:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
 - Caseloads are being minimally maintained and all duties of the job are not able to get done.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

April 22, 2013

TO: Troy Streckenbach, County Executive
Lynn VandenLangenberg, Human Resources Department
Brent Miller, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?
The position description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.
 - o The current caseload averages between 880-1000+ cases per worker.
 - o Brown County Caseload Comparison:
 - Dec. 2009 – total caseload = 15,970; Foodshare **monthly** issuance = \$2.6 million
 - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million
 - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = \$3 million
 - Nov. 2012 – total caseload = 24,303; Foodshare **monthly** issuance = \$3.4 million
 - Feb. 2013 – total caseload = 23,837; Foodshare monthly issuance = \$3.5 million

Job responsibilities include:

- a. Eligibility determinations for new consumers.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
- c. Prepare and attend Fair Hearings.
- d. Determine over and under payments.
- e. Fraud prevention responsibilities.
- f. Make referrals for appropriate services and/or to additional community resources.
- g. Provide excellent customer service to the low income families we serve.



The Economic Support Specialist must meet the following State Performance Standards:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
 - Caseloads are being minimally maintained and all duties of the job are not able to get done.

Budget Impact Calculation

Department: Human Services
Position: Economic Support Specialist

Partial Budget Impact: 05/13/2013-12/31/13 32 weeks

Salary \$ 23,856.00

Fringe Benefits \$ 13,521.85

\$ 37,377.85

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

Annualized Budget Impact:

Salary \$ 38,766.00

Fringe Benefits \$ 21,973.00

\$ 60,739.00

Note: this position is in the 2013 budget

Position vacated: 4/30/2013

Budgeted hourly wage rate: \$19.88

Total Number of FTEs Budget for this position title in budget: 42.25

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 42.25

Number of FTEs filled with this position vacant: 41.25

Percent of this position staffed: 98%

Analyst Recommendation: The ESS section has been working to bring the new Energy assistance program on line. This vacancy was created by the resignation of a current employee, and failing to fill the position could affect the programs success. I recommend approval. Thomas Smith

Contact Party	Name	Number
	Jenny Hoffman	6367

Budget Impact Calculation

Department: Human Services
Position: Social Worker/Case Manager Juvenile Court/Intake/Disposition Services

Partial Budget Impact: 05/13/2013-12/31/13 32 weeks

Salary \$ 36,924.31
Fringe Benefits \$ 15,473.23
\$ 52,397.54

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

Annualized Budget Impact:

Salary \$ 60,002.00
Fringe Benefits \$ 25,144.00
\$ 85,146.00

Note: this position is in the 2013 budget

Position vacated: 4/19/2013

Budgeted hourly wage rate: \$30.77

	Social Worker Totals	Juvenile Justice Totals
Total Number of FTEs Budget for this position title in budget:	110.8	10
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	110.8	10
Number of FTEs filled with this position vacant:	109.8	9
Percent of this position staffed:	99%	90%

Analyst Recommendation: The juvenile justice department has seen it's staffing levels go down from 16 authorized, to 10 during the last 2 years. The cut in manpower was to allow other areas to utilize the resources, so leaving this position vacant is detrimental to the County's ability to respond to court cases. I recommend approval of this request. Thomas Smith

Contact

Scott Shackelford 448-6131

Cell 680-6702

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

4-10-13

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Scott Shackelford
Human Services-Community Programs

SUBJECT: Request to Fill – Social Worker/Case Manager (Juvenile Court Intake/Disposition Services)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current and was reviewed by the supervisor of Juvenile Court, Scott Shackelford, on 4-9-13. There are no updates to this job description at this time. Contact was made with Human Resources on 4-9-13 to get the current job description which has been reviewed.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The duties of the position are directly related to an essential (mandatory) service that is required for Brown County Human Services to provide Intake and Dispositional Services under Wisconsin State Statute 938. The job title lists a variety of services which must be provided to include intake inquiry duties from law enforcement referrals, making custody intake decisions when law enforcement contacts the agency for youth who are in custody, providing services to youth and families that are placed under a Juvenile Court Order by the Circuit Court Judges, and aftercare and monitoring responsibilities of all assigned cases.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The clients are referred to the position by law enforcement referral and are typically juvenile youth ages up to 17 years of age. The position works with the youth and their family. The caseload is 25 cases on average assigned to the position plus additional on call duty for weekday 8am-4:30pm coverage, weeknight 4:30pm-8am coverage, and weekend coverage to respond to law enforcement inquiry of youth taken into custody and then providing face to face contact at Brown County Secure Detention (Jail) and Brown County Shelter Care. Work output includes conducting intake inquiries on youth referred to the unit, gathering social history for cases going thru the Juvenile Court process, representing the department in Juvenile Court hearings before the court commissioner and 2 Juvenile Justices, writing court reports, monitoring court orders,

completing documentation in EWISACWIS for all out of home placements, attending case reviews, and other assigned duties to effectively manage assigned cases.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

At this time, it would be difficult to consolidate or eliminate these job responsibilities. There has been a recent move over the past 2 years of 6 positions from the Juvenile Unit (3 to Child Welfare and 3 to a newly created unit called CABHU - Child and Adolescent Behavioral Health Unit). Refilling this position is critical to maintain services to juvenile and the family and to meet an increasing amount of referrals in the last quarter of 2012 and first quarter of 2013.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of refilling the position. This was discussed with the agency accountant on 4-9-13 who has indicated there are sufficient funds to cover refilling this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

If the position is not filled, this would have a significant effect upon the Juvenile Unit to keep up with the pace of processing referrals and would have an impact upon capacity and delivery of client caseload service.

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

WEB: www.co.brown.wi.us

April 23, 2013

TO: Troy Streckenbach, County Executive
Lynn VandenLangenberg, Human Resources
Brent Miller, Administration

FROM: Lori Weaver, Supervisor
Brown County Human Services – Community Programs - Long Term Care

SUBJECT: Request to Replace 1 FTE Long Term Care Social Worker/Case Manager position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The Social Worker/Case Manager job description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The Community Options Program is mandated and Brown County has been operating the program since its inception in the 1980's. There are mandated standards and services that must be provided to those consumers enrolled on the program who are functionally and financially eligible to receive services. Lapse in annual recertification's and review of eligibility of each participant would result in an audit exception and carry possible disallowances and fines.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Current caseloads for this position range from 42 to 47 waiver cases per case manager. This is similar to or slightly higher than surrounding counties for caseload sizes. Minimum Waiver standards require that there be at least one monthly contact per participant, a six month and annual review to evaluate eligibility, costs and services delivery. Other related consumer funding sources also have mandated standards. No service can be delivered to the consumer without verification of funding, authorization of payment and review of quality of services/outcome. Based on the number of clients enrolled, replacement of this position is necessary to meet the minimum standards set forth to receive Federal and State funding and avoid audit exceptions.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The case manager generates revenue to support the position. Based on the overall number of individuals eligible for waiver services, the position is needed to support the current consumer case load. Brown County currently serves over 850 adults on this program, while over 400 individuals remain on a wait list for COP services. Average caseloads are high and would exceed the average of 42-46 individuals on a caseload which is the standard accepted by the waiver programs in general. Streamlining or consolidation of services is not feasible at this time due to large caseloads and programming complexities.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The position generates Federal and State revenue through billing the waiver for case management time. Leaving the position unfilled would likely result in greater costs to the county with the inability to meet minimum required standards of the waiver program. The Long Term Care Social Worker/Case Manager positions currently generate revenue to fully support the positions themselves.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This position is requested to fill the announced retirement of one the current staff; it is necessary to maintain current client services in an allowable and efficient manner. There currently are over 250 elderly and 165 physically disabled residents of Brown County on the COP wait list. Each month of services reflects a generation of revenue to support the positions.

Caseloads are full for current FTE staff. Therefore, current remaining staff are unable to provide for case management of the vacating FTE position without significant risk to meeting the existing needs of consumers currently being served. There would be a capacity issue in adequately meeting the mandated standards for the funding that supports the services. There would also be a reduced customer service response time and ability to respond to clients/families' questions and needs. Monthly recertification dates for Individual Service Plans could lapse, and services provided may lose waiver funding during this period of lapse.

Due to the lack of staff time to enroll eligible cases that come with full Federal and State funding, the county would be leaving service dollars on the table for consumers in need. The longer the position remains unfilled, the greater the expense to the county when Family Care does roll out. The county is responsible to provide fiscal support to the Family Care MCO based on the number of individuals that remain on the wait list.

Budget Impact Calculation

Department: Human Services
Position: Social Worker/Case Manager Long Term Care

Partial Budget Impact: 05/13/2013-12/31/13 32 weeks

Salary	\$ 36,924.31
Fringe Benefits	<u>\$ 15,473.23</u>
	\$ 52,397.54

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

Annualized Budget Impact:

Salary	\$ 60,002.00
Fringe Benefits	<u>\$ 25,144.00</u>
	\$ 85,146.00

Note: this position is in the 2013 budget

Position vacated: 5/3/2013

Budgeted hourly wage rate: \$30.77

Total Number of FTEs Budget for this position title in budget:	108.8
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	108.8
Number of FTEs filled with this position vacant:	107.8
Percent of this position staffed:	99%

Analyst Recommendation - The Community Options Program is mandated by state law, and the current staff's caseload does not allow for transfer of workload. I do not see another feasible way to fulfill this requirement, and recommend approval. Tom Smith

Contact Party	Name	Number
	Lori Weaver	448-6129

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 434-7841 ext. 105 FAX (920) 434-4162
E-MAIL ANDERSON_NS@CO.BROWN.WI.US



NEIL S. ANDERSON

DIRECTOR

4/29/13

TO: Troy Streckenbach, County Executive
Ellen Sorensen, Director of Administration

FROM: Neil Anderson, Director
Northeastern Wisconsin Zoo and Brown County Parks

SUBJECT: Request to Fill – 2 FTE Assistant Zookeeper

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position description was recently updated and is now current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

These positions are essential to provide the level of animal care and welfare required by AZA and the USDA Standards of Animal Care as defined by the Animal Welfare Act

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Measurements include: sanitation levels, exhibit and animal handling safety records, animal diet and weight logs, enrichment and training reports, SSP breeding program success, daily Keeper route reports, budget compliance. All of these factors are basis for USDA and AZA compliance. Visitor, volunteer and staff feedback provides a basis for measurement of skill with communication and PR duties

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Although we continue to look for ways to maximize use of Keeper time, no further streamlining is possible. It would not be possible to maintain current level of USDA and AZA compliance without these essential animal care positions filled.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Zoo budget includes funding for this position

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Animal health and welfare would be compromised if these positions were not filled immediately. To maintain USDA and AZA compliance, it would be necessary to incur overtime pay (Zookeepers would need to work 7 days/week and would not be able to use vacation/personal day or holiday benefits. Additionally, managers (Curator, Director) would need to suspend their own duties to cover animal care duties should these positions remain vacant.

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Budget Impact Calculation

Department: Zoo
Position: Assistant Zookeeper (Two positions)

Partial Budget Impact: 5/13/2013-12/31/13 32 weeks

Salary \$ 14,067.08

Fringe Benefits \$ 12,059.69

\$ 26,126.77

Note: Estimated date of hire for partial year calculation is for the Monday following Executive Committee Meeting

Annualized Budget Impact:

Salary \$ 22,859.00

Fringe Benefits \$ 19,597.00

\$ 42,456.00

Note: this position is in the 2013 budget

Position vacated: 5/10/2013

Budgeted hourly wage rate: \$10.99

Total Number of FTEs Budget for this position title in budget: 2.85

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2.85

Number of FTEs filled with this position vacant: 0.85

Percent of this position staffed: 30%

Analyst Recommendation: This position is critically necessary for zoo operations. The two incumbents are relocating to the twin cities. I recommend approval. Tom Caldie

Contact: Carmen Murach 448-2403

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

CHUCK LAMINE, AICP

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

PLANNING DIRECTOR

DATE: April 2, 2013

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Chuck Lamine, Planning Director
Planning and Land Services (PALS)

A handwritten signature in cursive script, appearing to read "Chuck Lamine".

SUBJECT: Request to Fill – Survey Crew Chief

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position description has been reviewed and updated.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. This position is critical to completing the statutorily mandated duties under 59.45 (1) County Surveyor duties & 59.74 (2) Perpetuation of Section corner, landmarks. Those duties include monumentation and maintenance of the U.S. Public Land Survey System and indexing, filing, and maintaining the public survey records.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Performance measures for this position include timely and successful completion of scheduled public land survey corner remonumentation and maintenance. The work product for this position serves the general public, state agencies such as the Wisconsin Department of Transportation (WDOT), and other county departments. Output is measured on the number of corners reestablished and surveys indexed.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The PALS Department has previously made many strides in streamlining and creating efficiencies for this position. We have invested in specialized GPS equipment that allows us to run a one person field crew versus a two man operation for much of the field work. We are currently pursuing other field equipment to further this effort. Additionally, the indexing and

filing of the public survey records is in the process of being converted to a digital product which will be made available to our customers via the Internet.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient and in place.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Work performed by this position arrives every day. The nature of the work is directly related to the needs of the public for access to up-to-date land survey records and land corners. Additionally, this position performs survey related field work for other county departments (Public Works, Parks, and Land Conservation etc.) and state agencies (WDOT and WDNR). Until recently, the incumbent employee was unavailable for duty due to a lengthy illness. The employee is still on light duty and not able to perform the field related duties. Scheduled activities are already in arrears in that area of responsibility. A delay in filling this position would result in the further deterioration of our public land survey system corner infrastructure and create a greater backlog of surveys needing indexing. The construction season brings even more pressure to complete new and unforeseen maintenance projects as they are reported to us. Land corner destruction spikes due to road building and utility activities. Construction companies routinely report work activities that endanger the public land corners and we have a short amount of time to secure the position of the corner prior to destruction. In 2012 we assigned staff in this position to a large project for CTH GV. This saved the County Public Works Department \$30,000 in potential private consultant fees. In past years we have utilized the staff in this position by completing work for many revenue generating projects on a contract basis for the WDOT.

Budget Impact Calculation

Department: Planning and Land Services
Position: Survey Crew Chief

Partial Budget Impact: 05/13/2013-12/31/13 32 weeks

Salary \$ 25,368.00

Fringe Benefits \$ 13,747.08

\$ 39,115.08

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

Annualized Budget Impact:

Salary \$ 41,223.00

Fringe Benefits \$ 22,339.00

\$ 63,562.00

Note: this position is in the 2013 budget

Position vacated: 5/2/2013

Budgeted hourly wage rate: \$21.14

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This position is essential to maintaining mapping/zoning landmarks that are utilized by both public and private entities. The position cannot be filled by other personnel within the office, as it requires specialized skills, and the duties are not done within an office environment. I recommend approval of this position. Thomas Smith

Contact Chuck Lamine 448-6484

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL H. VAN NOIE
DIRECTOR

DATE: April 24, 2013

TO: Troy Streckenbach, County Executive
Lynn Vanden Langenberg, County Human Resources Manager
Brent Miller, County Administration Department Director

FROM: Paul Van Noie, Director
Public Works Department

SUBJECT: Request to Fill – Civil Engineer Position, as stated in the Table of Organization

Therefore, please find the following information to justify filling this vacancy:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Current as of May 2012.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes. This position represents 25% of the entire public works engineering staff. Essential engineering duties will be severely limited in terms of in-house ability to perform the work. Without filling this position, these services will have to be put out to consultants at nearly three times the cost of carrying out these duties in-house.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. The County engineering department carries out all roadway design work; right of way review & acquisition, inspection, project management, and utility coordination for road projects. The department coordinates with all county municipalities and the Wisconsin Department of Transportation regarding highway projects.

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

In order to maintain the services to ensure construction projects are kept on time and that there isn't a backlog for outside contractors/residents/municipalities, it is imperative that this position is filled as soon as possible. We also looked at rates for contracted services and found them to be nearly three times the hourly labor and fringe benefits of the "in house" Civil Engineer position.

In addition, this position should not be outsourced as many of the required decisions of the position should be made by a Brown County employee, not a consultant.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds to cover the vacant Civil Engineer position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The current position should be filled as soon as possible to allow for the training and avoid backlogs in not only County projects, but also those of private contractors.

Budget Impact Calculation

Department: Public Works
Position: Civil Engineer

Partial Budget Impact: 5/13/2013-12/31/13 32 weeks

Salary \$ 30,169.85

Fringe Benefits \$ 14,464.00

\$ 44,633.85

Note: Estimated date of hire for partial year calculation is for the Monday following Executive Committee Meeting

Annualized Budget Impact:

Salary \$ 49,026.00

Fringe Benefits \$ 23,504.00

\$ 72,530.00

Note: this position is in the 2013 budget

Position vacated: 5/3/2013

Budgeted hourly wage rate: \$23.57

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This position is critical in the engineering department operations to alleviate the current workload bottleneck, monitor work quality, increase staff productivity, and avoid hiring out the work to consultants at three times the cost of performing these duties in-house. I recommend approval. Tom Caldie

Contact: Paul Fontecchio 662-2170

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL VAN NOIE
DIRECTOR

April 24, 2013

TO: Troy Streckenbach, County Executive
Lynn Vanden Langenberg, County Human Resources Manager
Brent Miller, County Director of Administration

FROM: Paul Van Noie, Director
Brown County Public Works

SUBJECT: Request to Fill – a Highway Laborer Position, as stated in the Table of Organization

Please find the following justification to fill a) vacant Highway Laborer position:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

The position description for the Highway Laborer position was reviewed and there are no required updates since the last changes were made in 2010.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Highway Laborer positions are related to essential services. Keep in mind a large portion of all Highway Laborer positions are funded by outside sources, one of the largest being the Wisconsin Department of Transportation (WisDOT), whereby we provide maintenance services all year long. These positions are key components for winter operations. We provide 24/7 services all year long, which the majority are for winter operations. To be able to accommodate 24/7 operators, and the current contract set for crew to work 16 hours, we need all of the Laborer positions filled for coverage and safety of the crew and traveling public. Summer operations are just as important and include services to WisDOT. In addition to State work, we have maintenance on the County to keep up with also (i.e., ditching, shouldering, surface maintenance, guardrail, mowing and traffic operations, including signing and pavement marking). We are required to follow many laws and regulations such as reduction in suspended solids, which is more outlet clean-up and sweeping, an extensive sign inventory system of signs to keep up on retroreflectivity standards, just to name a couple. Also, in summer we have the other crews such as paving crew, construction crew and drainage crews in addition to the other summer maintenance activities.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. Our Public Works crews carry out winter and summer roadway and bridge maintenance on approximately 785 lane miles of County highways and 713 lane miles of State highways. We also provide a variety of services to other Brown County departments. Over the next 5 years, our operations will be directly affected by the STH 29 & USH 41 reconstruction projects. Once these 2 projects are complete, we will have approximately 65 additional lane miles and 20 roundabouts to plow and maintain.

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HIGHWAY LABORER JUSTIFICATION
PAGE 2

The Public Works Department will be looking into adding additional laborers in the near future to accommodate the additional lane miles and maintenance. Also in the near future the County will be adding additional lane miles for CTH RK (from CTH EB to CTH J), the expansion of CTH GV and the extension of CTH EA, all of which will add to the workload of our current workforce.

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

In order to maintain the services to ensure the entire County is covered for liability purposes and regulations, we need to continue to staff for these requirements. We have taken steps to save on services whenever possible, including the use of a "skeleton crew" at night during certain storm events, in addition to allowing the crew to take time off work without pay an hour or two at a time if they started early or have adequate overtime as long as it does not hinder our operations.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds and/or outside funding (WisDOT) to cover the vacant Highway Laborer position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The current positions should be filled as soon as possible to allow for the proper training as the major WisDOT STH 29 & USH 41 projects are scheduled to begin very soon; whereby this will add to the Department's lane maintenance miles.

Budget Impact Calculation

Department: Public Works
Position: Highway Laborer

Partial Budget Impact: 5/13/2013-12/31/13 32 weeks

Salary	\$ 28,364.92
Fringe Benefits	<u>\$ 14,195.08</u>
	\$ 42,560.00

Note: Estimated date of hire for partial year calculation is for the Monday following Executive Committee Meeting

Annualized Budget Impact:

Salary	\$ 46,093.00
Fringe Benefits	<u>\$ 23,067.00</u>
	\$ 69,160.00

Note: this position is in the 2013 budget

Position vacated: 12/14/2012

Budgeted hourly wage rate: \$22.16

Total Number of FTEs Budget for this position title in budget:	66.65
Number of FTEs <u>Unfunded</u> for this position in budget	<u>4</u>
Total Number of FTEs Available to be filled for this title in budget	62.65
Number of FTEs filled with this position vacant:	61.65
Percent of this position staffed:	98%

Analyst Recommendation: This position does emergency highway and bridge maintenance work on a state and county basis, and highway construction April through October. Additional employees are needed to maintain a full crew to keep up with summer operations including services to WisDOT, paving, construction, drainage, and all other summer maintenance activities. I recommend approval. Tom Caldie

Contact: Bob Bousley 662-2166

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: _____

Agenda No.: _____

Motion from the Floor

I make the following motion:

Review the ordinance / policy - / county
code that prohibits county employees to
lobbying own interests on county time.

Signed: _____

District No. _____

Andy Kloba #3
3

(Please deliver to County Clerk after motion is made for recording into minutes.)



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date:

4/17/13

Agenda No. :

Executive Comm.

Motion from the Floor

I make the following motion:

To invite the Deputy Corp. Counsel who prepared and advised Sup. Steffen for the last eleven months Resolution (Term limits) explaining the position of the opinion.

Signed:

District No.:

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

Troy Streckenbach, Brown County Executive

Patrick Moynihan, Chairman, Brown County Board of Supervisors

Thomas Lund, Vice-Chairman, Brown County Board of Supervisors

John VanderLeest, Chairman, Education and Recreation Committee, Brown County Board

Fellow Supervisors, Brown County Board of Supervisors

305 East Walnut Street

Green Bay, WI 54305

April 10, 2013

Dear Colleagues,

Having met many of the department heads and learned much more about the programs we offer through the facilities we manage and oversee, I think it would behoove Brown County (financially and otherwise) to set up a college-level internship program with one or two interns assigned to market to the public our programs and facilities. This, of course, would be at no cost through social media sites and by establishing other traditional media partnerships. The internship program would be developed specifically in marketing/public relations and would aid in the branding of our county and the creation and development of a long-term, low-maintenance, highly-functioning marketing/public relations campaign for the programs we offer as a county and the facilities we own and manage.

I think this would provide a worthwhile opportunity for anyone seeking employment in this area and would help Brown County capitalize on the assets we own and manage.

I would be happy to volunteer my time as a liaison board member to work with the college on the development of this internship, and the intern/s, IS department and local media to see to it that we have a strong online and other presence established for our county to market each of our many offerings.

We know there are few dollars available to market the programs and facilities. We know there are opportunities to capitalize given the proper media presence and exposure. We have very capable department heads and staff who are, in earnest, doing their best with the time and resources they have to cover this area, but I feel we need to help them do more and can do this cost-effectively with intern/s specifically assigned to the area of marketing/public relations.

Thank you very much for your time and consideration.

Corrie Campbell



BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: _____

Agenda No.: _____

Motion from the Floor

I make the following motion:

Communication
To refer for review by Executive
Committee and Public Safety step pay
for public safety employees with possible
action.

Signed: _____

Corrie Campbell

District No. _____

21

(Please deliver to County Clerk after motion is made for recording into minutes.)

Communications

1. **Communication from Supervisor Campbell re: To refer for review by Executive and Public Safety Committees step pay for public safety employees with possible action. *Referred from April Cty Bd.***

Supervisor Zima arrived at 5:46pm.

Supervisor Campbell questioned when there was action taken on Step freezes for jailers and she would like to find out more about how this occurred and when.

Administration Director Brent Miller provided a resolution (attached) re: Authority to Execute a 2012 Labor Agreement with the Brown County Corrections Officer and stated that it had gone before and was approved 25 to 0 at the County Board meeting June 20, 2012. Article 2 WAGE SCHEDULE, effective increase was 0%. The third page of the handout showed a decrease in wages of \$14,678.04. However, the resolution that went before the County Board was not the same as the contract that went forward with the negotiator from our previous labor manager. Miller provided a handout (attached) re: Agreement between Brown County and Brown County Corrections Officers – Represented by General Teamsters Union Local 662, 2012. The second page of the handout showed step increases. That put Administration at a bad spot because if one person received a step increase it was non-compliant with what was approved at County Board which was a 0% increase. And if one person got an increase, that was a percentage increase. The County Board had also approved a County Board resolution for the budget in November, 2012 with a 0% increase for all employees across the board as they did in November, 2011 before this contract was even signed. That was the only reason that they had of not putting in a step increase because they can't arbitrarily decide if they were going to follow this resolution and not this resolution.

Campbell questioned if they had an Executive Committee meeting with regard to this. Miller informed that he had only been employed with the county for a month at that time and couldn't answer that. Campbell wondered when the info was transferred to the corrections officers. Miller informed that he was not the labor negotiator at that time.

Buckley stated that what they had was a conflict and his impression of what was happening. As far as when he was on the Executive Committee, it was his understanding that the percent increase applied to an annual increase vs. a step-pay increase, especially when you have people in different steps. With the correction officers it was hard to have people stagnant, they could be hired within a couple years of each other all making different wages which he felt didn't make sense at this point. They were potentially looking at multiple re-classifications which would be a huge issue. To his knowledge he didn't think the employees were ever informed, he felt he would have heard from them if they were. Nicholson and Campbell voiced that that was an issue.

Miller stated that the terms of the Budget Repair Bill Act 10 Act 32 went into place as soon as the correction officer's contract expired which was December 31, 2011. Then after that the only thing they could negotiate on was based wages by the law. The budget repair bill specifically discussed total based wages which was the only thing that could be negotiated with unionized general municipal employees however that general municipal employee includes any employee that was not patrol or public safety officer. That was set up by ETF and by statute 40.02. However negotiations resulting in increases in the total based wages were limited to a percentage not greater than the consumer price index unless a question goes to referendum. The consumer price index was determined by the Wisconsin Employment Relation Commission. That being said, such things as merit increases, overtime pay, premium pay, performance pay, supplemental compensation, pay schedules and automatic pay progressions are exempted from the total base wages. Although they are exempted from total base wages, they are subjects that are prohibited from being bargained with the union. What that means is, the Budget Repair Bill was enacted to stop such things as pay schedules and automatic pay progressions to help the Counties out with all the budget problems

they were experiencing, however the County can, in its sole discretion, offer these pay steps to the employees not part of the contract.

Campbell questioned if the group they were talking about was unionized. The group informed that they were sent letters about a month ago stating that Teamsters dropped them. Miller questioned when this was in place they were certified, they stated yes.

Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY.

Jason Trinkner, Jail-Corporal

Trinkner asked if the committee could define Chapter 4, Section 450: initial employment would be applied. Miller responded that initial employment referenced probationary period.

Trinkner informed that the Sheriff's budget was approved to pay all the officers a certain wage but not everyone was getting those wages and questioned why it was stopped. Buckley responded that it went back to what Miller stated with the conflict in the resolutions. Buckley was aware that it was in the budget; keep in mind that the budget was to forecast in the future.

Craig Hess, Jail-Officer

One of the concerns was that they see what they were supposed to get paid but they were not. Where did the money go that was already allocated to the jail in the budget? Buckley stated that it was not a simple answer but responded that the money was still in the budget. There was a possibility that it could be distributed but the County Board would have to approve it. The intent of this discussion was to get information and bring it forward to the other County Board members.

14 weeks of training had been invested in each person; they were given good training, good experience but no money. Turnover from lack of increases will end up costing the county money. They were all hired knowing the increases and there was an incentive to stay as the top-out pay wasn't until they reached seven years. They needed people who were qualified and had the experience to stay. Buckley responded that some of them fully understood this.

Nick Dequaine, Jail-Corporal

Dequaine stated that when he was hired, granted they were under contract with the union and the county, he agreed to a pay scale that included salary increases over the first seven years of his employment and now this had been taken away. He felt people wouldn't be there if they reached their top-out pay after a year, they looked forward to their salary, which had now been stripped from them. Miller informed that Act 10 and Act 32 took away their increases and when their contract expired on December, 2011 then it was officially done. Hess questioned why he still received a step increase in 2012, Miller stated he couldn't answer that. When this was discovered, the person handling it was no longer employed by the county. It was immediately brought to the Executive Committee.

Dequaine questioned why was the decision made to stop increases? Miller responded that the county was doing a wage and comp study for all employees to study the wages and develop a new compensation plan. The new plan will compare position pay for internal equality and to market. Miller responded that everyone should have received a letter from HR. Sheriff Gossage stated that they did and they were on board as far as the class and comp. Dequaine questioned why they would stop something in the process when they had nothing to replace it with. They were stopping his salary and wage, something he was depending on and planned for with his family and his future, he was looking forward to receiving these increases and all the sudden it was taken away. It was a waiting period until the study was completed.

Brent responded that once the board approved the resolution at a 0% increase Administration legally

couldn't give step increases. Step increases were given and they didn't know it was happening, the person who did that was no longer employed by the county.

Carley Resch, Jail-Officer

Resch questioned that if their increases were technically supposed to stop once their contract was up in December, 2011, were the people that received an increase after that not supposed to get an increase. Miller responded that when they went to the Executive Committee in September, 2012 the committee stated that they would stop it on December 31st. If it was initial employment then they would get their next step increase upon completion of initial employment. There were some unions that it was stopped immediately that didn't recertify the first year. Resch questioned whose job it was to inform and explain what was happening. Miller responded that it was usually Human Resources along with the department head.

Nicole Fumelle, Jail-Officer

Fumelle stated that if the Executive Committee was confused on what they were voting on, annual increase vs. step increases, couldn't this be re-reviewed. Buckley responded that in reference to Supervisor Campbell's communication, she would like this reviewed so everyone had a full understanding the effect of these different resolutions. To get some clarification on if they needed to vote on something separate. Campbell interjected that this was her intent. Buckley added that right now they were there to listen and hopefully move this forward to Executive Committee for some action.

Fumelle informed that they had received an email from Vanden Langenberg in regard to the wage study. They had some concerns, after being told that they wouldn't receive step increases, it stated that there was a possibility that if they fell above what the wage study stated that they may not get wage increases for quite some time. If they were below, raises would be made by county priority. She had read that department heads were underpaid so they would probably be first priority. They were a group of 147 people, and they may not be priority, they won't get raises for several years. How can you ask someone to stay in a job when they were unsure of their future and especially when employees weren't even receiving cost of living increases and everything in the community was going up in price? Buckley responded that to him, that was a concern of his especially when supervisors could be making less than the people they were supervising. At the last board meeting Buckley asked to have the vote reconsidered and now it was brought back here, this discussion will come back up on Monday night at the Executive Committee. This was basically step one, to look at this.

Jeff Mekash, Jail Employee

Mekash stated that he was one of the last people to get the top-out pay, he was there in support of the ones that didn't get it. He knew of people that were applying for other places because they needed the money. They loved it there but have to go somewhere else because they didn't get the step increases. He was making more than a corporal which wasn't right; he was supervising him but he was making more than him. The county needed to look at if the employees were important. 144 employees are feeling as though the county didn't care about them. He felt that no one could tell them what was going on.

Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY.

Sheriff Gossage stated as long as he could remember at the Sheriff's office, their collective bargaining agreement, and throughout the State of Wisconsin each corrections officer, law enforcement officer, they were hired on at entry level pay and that was to save the county money. The top dollar pay for a corrections officer was \$22-\$23 per hour. Rather than pay \$22-\$23 per hour, the county saved money by paying \$19 per hour for the first year and subsequently. When the county put their wage freeze, he looked at that as trying to do a comparative to a class and comp

study and the step increase. He looked at two different things. He looked at this being a wage increase because they hadn't reached their top step. When you look at someone who was hired at an entry level or a Secretary III position, those positions were already at their top step. Gossage provided a handout (attached) and stated that the graph showed all the people that were being affected. There were 54 employees. The jail staff and the Accountant Don Hein took a look at this to see what the fiscal impact would be. In 2013 including fringes was \$52,892.53 and that was based on someone getting their first year step, second year step, and it equated to how many hours or wages based on when they received their increase or that step level from when they were hired. This had been budgeted for because when HR gives them their salary summaries in September/October they usually get a big chunk of money. HR budgets at Step 6/Year 6 for every employee at the jail which is the \$22.17 per hour and then there was money put back in the budget to account for that variance because they were not all at that step. It had truly been budgeted for.

Gossage stated his concerns were retaining good staff. For each person they had 14-weeks of training to get good quality people. There was an extensive amount of time in background checks and psychological checks. If the county abandoned these people they may go to other counties, jails, etc. They were losing good quality people and for every person they lose the county was on the hook to pay those training costs all over again, \$5,000 for the FTO program. When this issue came forward in October at a management team meeting, he told Director of Administration Miller and the County Executive that this was going to decimate his jail and it will. He is going to lose good people, he's not going to retain people or be able to hire people. He felt word would get around in the corrections community that Brown County was not paying their people what they were worth or getting step increases like other counties.

This discussion first occurred in closed session, the first he had heard of this was January 23rd when the Captain had called him with great concern that the paychecks for the employees they never got their increases. When Gossage asked the Executive what was going on he informed that Gossage knew about it, Gossage said he did not because it had happened in closed session and informed that he would not be supporting this when he talked to County Board Supervisors about it. He asked to please get something out to employees and they didn't get anything until March 26, 2013 from HR. Miller responded that this was on the County Board in February but it wasn't noticed properly, Corporation Counsel wouldn't allow them to go into closed session to discuss it so it had to be brought back at the next meeting. Gossage would implore the Public Safety Committee and the County Board to at least reinstate this until something could be put in place to give these people some hope, to give supervisors that manage some semblance of order. His hat was off to the employees because they had been a great troop; it was a difficult time for them because it was unknown. Staff had budgeted everything surrounding the ideal that the county gave them when they were hired on. He respectfully asked that this board do something.

Buckley questioned if other correction facilities still doing the step pays. Gossage responded yes, Waukesha had cut the steps. Miller stated that some counties had implemented the comp and class study effective January 1, 2013. They did it across the board and not just for one select group. Some were using the former steps but they weren't part of the union contract. The county can have the steps but they can't be part of the union contract. When you figure it out it had to be figured out on base wages. It was a formula that was set up by the Department of Administration in Madison.

Clancy questioned when the class and comp study would be done. Miller responded that it was supposed to be done in October/November timeframe. Clancy questioned how much of a strain on the budget if they continued this until the study was done. The Sheriff's Department was \$52,893, which was budgeted for this year in this department, but there were 19 unions and all were stopped. Buckley stated that he would assume that based on when the Sheriff got his numbers from HR that other departments used their same numbers to budget, that it was done similar. Clancy questioned if it would be better to give them something to hope for and say continue with this until the class and comp was done.

Zima stated he had spoken with the Sheriff and he understood his case but didn't like the comments that someone can't make a car-payment. Even the lower end was not bad but it was not planned for, it was not what they thought they would be getting. Lawsuits could come out of this. If you promise something and then you don't give it then you are in some kind of violation. He believed they had some moral obligations to resolve this but he'd like to see if they could put it together again. He hoped they weren't engaging in labor negotiations here. He would like to think this could be rectified a lot sooner than October. The class and comp study isn't going to be an easy play. He felt this was a separate item that should be dealt with separately based on what they thought they were going to do. It looked like the board came to an agreement, the one thing that all employees could do was still negotiate wages. He felt this had been tentatively settled. Zima felt someone from Corporation Counsel should have been at this meeting. A brief discussion ensued reiterating what the County Board passed with the resolution and what happened with the agreement between Brown County and Brown County Corrections Officers – Represented by General Teamsters Union Local 662, 2012. Buckley stated that they had to get back to the motion on the floor and stated that basically the agreement was put in place but then the resolution was put out there which contradicted the agreement. Zima stated that it seemed to him that the County Board made a decision that they weren't going to increase salaries for anyone, period. If there was a problem, it was up to them to address this separately and acknowledge the importance of the jail employees and make a recommendation to the County Board that they put this schedule in place.

Nicholson requested that Corporation Counsel be present at the Executive Committee meeting.

Motion made by Supervisor Clancy, seconded by Supervisor Nicholson to continue the existing step process until such a new process be created by the Human Resources division after the Class and Comp Study is completed. Vote taken. MOTION CARRIED UNANIMOUSLY

June 20, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING AUTHORITY TO EXECUTE
A 2012 LABOR AGREEMENT WITH THE
BROWN COUNTY CORRECTIONS OFFICERS

BE IT RESOLVED by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a one (1) year labor agreement on behalf of Brown County with the Brown County Corrections Officers for the year 2012 effective January 1, 2012.

All items, with the exception of wages, or except as specifically provided otherwise will be prospective effective the date of signing of the agreement.

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

1. **Article 2 WAGE SCHEDULE**

Revise to reflect:

Effective the first day of the pay period that includes January 1, 2012:

0% increase

2. **DURATION OF AGREEMENT**

One year agreement (2012)

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:


COUNTY EXECUTIVE

Date Signed: 6/25/12

Fiscal Impact: This resolution does not require an appropriation from the General Fund. This was in the 2012 budget.

Final Draft by Human Resources and Approved by Corporation Counsel.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor Buckley

Seconded by Supervisor Nicholson

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1	}		
DE WANE	2			
NICHOLSON	3			
HOYER	4	EXCUSED		
HOPP	5	}		
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13	}		

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14	}		
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
SCHULLER	18			
ROBINSON	19			
CLANCY	20			
WEITZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast 25
Motion: Adopted ☒ Defeated ☐ Tabled ☐

BROWN COUNTY CORRECTIONAL OFFICER EMPLOYEES
TOTAL PACKAGE COSTING
2012

147.00 FTE'S

	2011	2012
WAGES		
WAGES	6,201,437.00	6,201,437.00
		0.00%
LONGEVITY	14,678.04	-
TOTAL WAGES:	6,216,115.04	6,201,437.00

\$ INCREASE	(14,678.04)
% INCREASE	-0.24%

HEALTH	ANNUAL	2011	2012
Health Insurance Employer Cost	1,533,978.16	1,533,978.16	1,533,978.16

1/1/12 Increase employee contribution 12% to 13%
Cost minus contribution

(\$15,339.78)
1,518,638.38

DENTAL	111,789.03	111,789.03	111,789.03
LIFE	1,093.00	1,093.00	1,093.00
FICA	7.35%	456,884.46	7.35%
WRS	18.30%	1,137,549.05	12.60%

TOTAL PACKAGE:	9,457,408.74	9,070,144.09
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2012 Cost	
\$ INCREASE	(\$387,264.65)
% INCREASE	-4.09%

AGREEMENT BETWEEN

BROWN COUNTY

AND

**BROWN COUNTY
CORRECTIONS OFFICERS**

**REPRESENTED BY
GENERAL TEAMSTERS UNION LOCAL 662**

2012

BROWN COUNTY CORRECTIONS OFFICERS LABOR AGREEMENT

Article 1. RECOGNITION

The County hereby recognizes the Union as the exclusive bargaining agent in all matters allowed by law for its employees covered in classifications listed in Article 2 hereafter in accordance with the recognition letter of January 20, 1999.

Article 2. WAGE SCHEDULE

Effective the first day of the pay period that includes January 1, 2012:

Classification		Start	1 Year	2 Years	5 Years	6 Years	7 Years
A	Correctional Officer	\$18.83	\$19.71	\$20.17	\$20.61	\$22.17	\$23.22
B	Lance Corporal (\$1.10 above Corrections Officer at any step.)	\$19.93	\$20.81	\$21.27	\$21.71	\$23.27	\$24.32
C	Corporal Juvenile Superintendent (\$1.35 above Corrections Officer at any step.)	\$20.18	\$21.06	\$21.52	\$21.96	\$23.52	\$24.57
D	Field Training Officer	Classification recognized as bargaining unit employee. Premium of \$.80 per hour. Premium will not apply while filling overtime vacancies that do not require the employee to perform Field Training Officer duties.					

Brown County retains the right to alter, amend delete or add to any of the foregoing classifications during the term of this contract.

Article 3. DURATION OF AGREEMENT

This Agreement shall become effective as of January 1, 2012, and shall remain in force and effect to and including December 31, 2012.

FOR BROWN COUNTY:

FOR TEAMSTERS, LOCAL 662:

COUNTY CLERK DATE

BETH KIRCHMAN DATE

2013

Name	Start	1 yr	2 yr	5 yr	6 yr	7 yr	Rate	Hours	Wage Difference
Fumelle, Nicole L.	2/1/06					02/01/13	1.05	1,811.33	1,901.90
Boerboom(Kunick), Nichole R.	8/7/2006					08/07/13	1.05	823.33	864.50
Cieslewicz, Nicholas J.	8/7/2006					08/07/13	1.05	823.33	864.50
DeQuaine, Nicholas J.	12/4/2006					12/04/13	1.05	164.67	172.90
Nissen (Philipp), Melissa A.	12/4/2006					12/04/13	1.05	164.67	172.90
Charney, Beau	3/5/2007				03/05/13		1.56	1,646.67	2,568.80
Guyette, Nichole L.	3/5/2007				03/05/13		1.56	1,646.67	2,568.80
Johnson, Nathan	3/5/2007				03/05/13		1.56	1,646.67	2,568.80
Mears, Jodi	4/9/2007				04/09/13		1.56	1,482.00	2,311.92
Sadler, Tiffany	4/9/2007				04/09/13		1.56	1,482.00	2,311.92
Sturn, David	4/9/2007				04/09/13		1.56	1,482.00	2,311.92
O'Connor, Christopher	7/2/2007				07/02/13		1.56	988.00	1,541.28
Schneider, Patrick C.	7/2/2007				07/02/13		1.56	1,976.00	3,082.56
Luebker, Blake	7/30/2007				07/30/13		1.56	823.33	1,284.40
Schartner, Adam M.	7/30/2007				07/30/13		1.56	823.33	1,284.40
Dimmer, Dustin	1/21/2008			01/21/13			0.44	1,811.33	796.99
Hammer, Corrine	2/18/2008			02/18/13			0.44	1,811.33	796.99
Loken, Sara	2/18/2008			02/18/13			0.44	1,811.33	796.99
Patterson, Christopher	2/18/2008			02/18/13			0.44	1,811.33	796.99
White, Matthew	7/21/2008			07/21/13			0.44	988.00	434.72
Hess, Craig H.	10/15/2008			10/15/13			0.44	494.00	217.36
Ebel, Trisha	1/3/2011		01/02/13				0.46	1,976.00	908.96
Resch, Carly	7/11/2011		07/10/13				0.46	988.00	454.48
Petrasek, Michael	7/25/2011		07/24/13				0.46	988.00	454.48
Turek, Ginger	10/3/2011		10/02/13				0.46	494.00	227.24
Dart, Cassandra	10/3/2011		10/02/13				0.46	494.00	227.24
VanEgeren, Thomas	5/14/2012	05/14/13					0.88	1,317.33	1,159.25
Schutz, Adam	5/14/2012	05/14/13					0.88	1,317.33	1,159.25
Rahn, Michael	5/14/2012	05/14/13					0.88	1,317.33	1,159.25
Johnson, Jacob	11/5/2012	11/05/13					0.88	329.33	289.81
Callow, Tyler	11/5/2012	11/05/13					0.88	329.33	289.81
								wages	35,981.31
								fringe 47%	16,911.22
									52,892.53

2014

Name	Start	2 yr	5 yr	6 yr	7 yr	Rate	Hours	Wage Difference
Charney, Beau	3/5/2007				03/05/14	1.05	1646.67	1,729.00
Guyette, Nichole L.	3/5/2007				03/05/14	1.05	1646.67	1,729.00
Johnson, Nathan	3/5/2007				03/05/14	1.05	1646.67	1,729.00
Mears, Jodi	4/9/2007				04/09/14	1.05	1482.00	1,556.10
Sadler, Tiffany	4/9/2007				04/09/14	1.05	1482.00	1,556.10
Sturn, David	4/9/2007				04/09/14	1.05	1482.00	1,556.10
O'Connor, Christopher	7/2/2007				07/02/14	1.05	988.00	1,037.40
Schneider, Patrick C.	7/2/2007				07/02/14	1.05	988.00	1,037.40
Luebker, Blake	7/30/2007				07/30/14	1.05	823.33	864.50
Schartner, Adam M.	7/30/2007				07/30/14	1.05	823.33	864.50
Dimmer, Dustin	1/21/2008			01/21/14		1.56	1811.33	2,825.68
Hammer, Corrine	2/18/2008			02/18/14		1.56	1811.33	2,825.68
Loken, Sara	2/18/2008			02/18/14		1.56	1811.33	2,825.68
Patterson, Christopher	2/18/2008			02/18/14		1.56	1811.33	2,825.68
White, Matthew	7/21/2008			07/21/14		1.56	988.00	1,541.28
Hess, Craig H.	10/15/2008			10/15/14		1.56	494.00	770.64
Demboski, Kelly J.	1/12/2009		01/12/14			0.44	1976.00	869.44
Freimund, Scott	2/2/2009		02/02/14			0.44	1811.33	796.99
Wolter, David A.	3/2/2009		03/02/14			0.44	1646.67	724.53
Nelson, Jeremy L.	3/2/2009		03/02/14			0.44	1646.67	724.53
Gerasoli, Brian R.	3/9/2009		03/09/14			0.44	1646.67	724.53
Schneider, Rachel L.(Pingel)	3/9/2009		03/09/14			0.44	1646.67	724.53
Mills, Theresa S.	3/9/2009		03/09/14			0.44	1646.67	724.53
VanDeVen, Donald R.	3/9/2009		12/30/02			0.44	658.67	289.81
Barkley, Kerri	3/30/2009		03/30/14			0.44	1482.00	652.08
Wotachek, Jennifer	8/3/2009		08/03/14			0.44	823.33	362.27
Kroll, Nicholas M.	8/31/2009		08/31/14			0.44	658.67	289.81
Pelischek, Clint A.	11/10/2009		11/10/14			0.44	329.33	144.91
VanEgeren, Thomas	5/14/2012	05/14/14				0.46	1317.33	605.97
Schutz, Adam	5/14/2012	05/14/14				0.46	1317.33	605.97
Rahn, Michael	5/14/2012	05/14/14				0.46	1317.33	605.97
Johnson, Jacob	11/5/2012	11/05/14				0.46	329.33	151.49
Callow, Tyler	11/5/2012	11/05/14				0.46	329.33	151.49
							wages	36,422.62
							fringe 47%	17,118.63
								53,541.25

2015							
Name	Start	5 yr	6 yr	7 yr	Rate	Hours	Wage Difference
Dimmer, Dustin	1/21/2008			1/21/2015	1.05	1,811.33	1,901.90
Hammer, Corrine	2/18/2008			2/18/2015	1.05	1,811.33	1,901.90
Loken, Sara	2/18/2008			2/18/2015	1.05	1,811.33	1,901.90
Patterson, Christopher	2/18/2008			2/18/2015	1.05	1,811.33	1,901.90
White, Matthew	7/21/2008			7/21/2015	1.05	988.00	1,037.40
Hess, Craig H.	10/15/2008			10/15/2015	1.05	494.00	518.70
Demboski, Kelly J.	1/12/2009		1/12/2015		1.56	1976	3,082.56
Freimund, Scott	2/2/2009		2/2/2015		1.56	1811.333333	2,825.68
Wolter, David A.	3/2/2009		3/2/2015		1.56	1646.666667	2,568.80
Nelson, Jeremy L.	3/2/2009		3/2/2015		1.56	1646.666667	2,568.80
Cerasoli, Brian R.	3/9/2009		3/9/2015		1.56	1646.666667	2,568.80
Schneider, Rachel L. (Pinge)	3/9/2009		3/9/2015		1.56	1646.666667	2,568.80
Mills, Theresa S.	3/9/2009		3/9/2015		1.56	1646.666667	2,568.80
VanDeVen, Donald R.	3/9/2009		8/23/2015		1.56	658.6666667	1,027.52
Barkley, Kerri	3/30/2009		3/30/2015		1.56	1482	2,311.92
Wotachek, Jennifer	8/3/2009		8/3/2015		1.56	823.3333333	1,284.40
Kroll, Nicholas M.	8/31/2009		8/31/2015		1.56	658.6666667	1,027.52
Pelischek, Clint A.	11/10/2009		11/10/2015		1.56	329.3333333	513.76
Smith, Kevin	6/28/2010	06/28/15			0.44	988	434.72
Pauls, Adam	7/26/2010	07/26/15			0.44	823.3333333	362.27
Molitor, Emily	10/11/2010	10/11/15			0.44	494	217.36
Lauder, Christopher	11/29/2010	11/29/15			0.44	164.6666667	72.45
						wages	35,167.86
						fringe 47%	16,528.89
							51,696.75

2016							
Name	Start	5 yr	6 yr	7 yr	Rate	Hours	Wage Difference
Demboski, Kelly J.	1/12/2009			1/12/2016	1.05	1976	2,074.80
Freimund, Scott	2/2/2009			2/2/2016	1.05	1811.333	1,901.90
Wolter, David A.	3/2/2009			3/2/2016	1.05	1646.667	1,729.00
Nelson, Jeremy L.	3/2/2009			3/2/2016	1.05	1646.667	1,729.00
Cerasoli, Brian R.	3/9/2009			3/9/2016	1.05	1646.667	1,729.00
Schneider, Rachel	3/9/2009			3/9/2016	1.05	1646.667	1,729.00
Mills, Theresa S.	3/9/2009			3/9/2016	1.05	1646.667	1,729.00
VanDeVen, Donald R.	3/9/2009			8/23/2016	1.05	658.6667	691.60
Barkley, Kerri	3/30/2009			3/30/2016	1.05	1482	1,556.10
Wotachek, Jennifer	8/3/2009			8/3/2016	1.05	823.3333	864.50
Kroll, Nicholas M.	8/31/2009			8/31/2016	1.05	658.6667	691.60
Pelischek, Clint A.	11/10/2009			11/10/2016	1.05	329.3333	345.80
Smith, Kevin	6/28/2010		6/27/2016		1.56	988	1,541.28
Pauls, Adam	7/26/2010		7/25/2016		1.56	823.3333	1,284.40
Molitor, Emily	10/11/2010		10/10/2016		1.56	494	770.64
Lauder, Christopher	11/29/2010		11/28/2016		1.56	164.6667	256.88
Ebel, Trisha	1/3/2011	1/3/2016			0.44	1976	869.44
Resch, Carly	7/11/2011	7/10/2016			0.44	988	434.72
Petrasek, Michael	7/25/2011	7/24/2016			0.44	823.3333	362.27
Turek, Ginger	10/3/2011	10/2/2016			0.44	494	217.36
Dart, Cassandra	10/3/2011	10/2/2016			0.44	494	217.36
							wages
							22,725.65
							fringe 47%
							10,681.05
							33,406.70

2017							
Name	Start	5 yr	6 yr	7 yr	Rate	Hours	Wage Difference
Smith, Kevin	6/28/2010			6/28/2017	1.05	988	1,037.40
Pauls, Adam	7/26/2010			7/26/2017	1.05	823.3333333	864.50
Molitor, Emily	10/11/2010			10/11/2017	1.05	494	518.70
Lauder, Christopher	11/29/2010			11/29/2017	1.05	164.6666667	172.90
Ebel, Trisha	1/3/2011		1/2/2017		1.56	1,976.00	3,082.56
Resch, Carly	7/11/2011		7/10/2017		1.56	988.00	1,541.28
Petrasek, Michael	7/25/2011		7/24/2017		1.56	823.33	1,284.40
Turek, Ginger	10/3/2011		10/2/2017		1.56	494.00	770.64
Dart, Cassandra	10/3/2011		10/2/2017		1.56	494.00	770.64
VanEgeren, Thomas	5/14/2012	5/14/2017			0.44	1,317.33	579.63
Schutz, Adam	5/14/2012	5/14/2017			0.44	1,317.33	579.63
Rahn, Michael	5/14/2012	5/14/2017			0.44	1,317.33	579.63
Johnson, Jacob	11/5/2012	11/5/2017			0.44	329.33	144.91
Callow, Tyler	11/5/2012	11/5/2017			0.44	329.33	144.91
						wages	12,071.71
						fringe 47%	5,673.71
							17,745.42

2018							
Name	Start	6 yr	7 yr	Rate	Hours	Wage Difference	
Ebel, Trisha	1/3/2011		1/3/2018	1.05	1976	2074.8	
Resch, Carly	7/11/2011		7/11/2018	1.05	988	1037.4	
Petrasek, Michael	7/25/2011		7/25/2018	1.05	823.3333	864.5	
Turek, Ginger	10/3/2011		10/3/2018	1.05	494	518.7	
Dart, Cassandra	10/3/2011		10/3/2018	1.05	494	518.7	
VanEgeren, Thomas	5/14/2012	5/14/2018		1.56	1317.333	2055.04	
Schutz, Adam	5/14/2012	5/14/2018		1.56	1317.333	2055.04	
Rahn, Michael	5/14/2012	5/14/2018		1.56	1317.333	2055.04	
Johnson, Jacob	11/5/2012	11/5/2018		1.56	329.3333	513.76	
Callow, Tyler	11/5/2012	11/5/2018		1.56	329.3333	513.76	
					wages	12206.74	
					fringe 47%	5737.168	
						17943.91	

2019						
Name	Start	7 yr	Rate	Hours	Wage Difference	
VanEgeren, Thomas	5/14/2012		1.05	1,317.33	1,383.20	
Schutz, Adam	5/14/2012		1.05	1,317.33	1,383.20	
Rahn, Michael	5/14/2012		1.05	1,317.33	1,383.20	
Johnson, Jacob	11/5/2012		1.05	329.33	345.80	
Callow, Tyler	11/5/2012		1.05	329.33	345.80	
				wages	4,841.20	
				fringe 47%	2,275.36	
					7,116.56	

COMMUNICATION FROM SUPERVISOR DAN ROBINSON
April 17, 2013

The 2011 Life Study conducted in Brown County showed that over the last eight years or so, fewer and fewer people in our community saw diversity as a positive, and more and more people saw it as a negative. However, a healthy, growing, and vibrant community depends on the energetic, creative and entrepreneurial spirit that comes from diversity. I hereby request that the Brown County Board of Supervisors consider the creation of an annual award that would recognize an individual, group or organization that has worked to highlight the positive impact diversity has upon our community.

Dan Robinson
-District 19

To the attention of the Executive Committee

It has been brought to my attention by staff that supervisors are requesting resolutions to be drawn up before the parent committee has ever looked at or discussed the topic.

This is a waste of staff time that has to stop.

The Board Chair and the Board Vice-chair should inform all supervisors that if they would like a resolution drawn up to go to the chairman of the parent committee to have it put on the agenda for discussion and future action if required.

It should also be brought to the attention of all supervisors that before they ask staff to do extense research that the place to start would be with the appropriate committee chair or the board chair or vice-chair to determine if the topic has already been discussed in the past. This will save staff and committee time.

**Respectivly submitted by:
Supervisor Bernie Erickson
District #7**

BOARD OF SUPERVISORS

Brown County



2444 BABCOCK ROAD
GREEN BAY, WISCONSIN 54313
PHONE (920) 544-8322

PATRICK W. MOYNIHAN, JR.
SUPERVISOR - DISTRICT 22

TO: Brown County Executive Committee

FROM: Patrick W. Moynihan, Jr.
Chairman, Brown County Board of Supervisors

DATE: March 20, 2013

SUBJECT: Brown County Citizen's Recognition

For your consideration, I request that the Executive Committee formulate a directive in which a standing committee may endorse the nomination of citizen recognition in the form of a resolution/commendation.

Past practice has shown that committees have made motions providing citizen recognition without being a noticed agenda item. The motions (requesting a resolution/commendation) would then be forwarded for presentation prior to the following county board meeting.

Doing so bypasses the vetting process of the entire county board. I have no problem commending our citizen's, but I do believe in process. And in my estimation; there is not a proper process at present.

Regards,

A handwritten signature in black ink, appearing to read "Patrick Moynihan, Jr.", with a long, sweeping horizontal line extending to the right.

Patrick W. Moynihan, Jr.
Chairman, Brown County Board of Supervisors

BOARD OF SUPERVISORS

Brown County



2444 BABCOCK ROAD
GREEN BAY, WISCONSIN 54313
PHONE (920) 544-8322

PATRICK W. MOYNIHAN, JR.
SUPERVISOR - DISTRICT 22

TO: Brown County Executive Committee

FROM: Patrick W. Moynihan, Jr.
Chairman, Brown County Board of Supervisors

DATE: March 20, 2013

SUBJECT: Brown County Citizen/Employee Accomplishment Spotlight

For your discussion and possible action, instruct IS to develop a "Spotlight" section on the Brown County website which reflects a Brown County citizen's accomplishments in volunteerism and/or philanthropic work. Different citizens could be reflected on the website bi-weekly or on a monthly basis, if they so choose to be recognized upon selection.

Along those lines, have IS to also develop a "Spotlight" section on the Brown County website which would highlight a county employee's excellent service to the taxpayer. Different employees could be reflected on the website bi-weekly or on a monthly basis, if they so choose to be recognized upon selection.

Obviously, this idea is in its infancy stage. Nominations and information collection and by whom, can be addressed at another time. Before, proceeding any further other than discussing the matter, I would request IS to provide any incurred costs associated with each spotlight.

This is perhaps one small way of letting our neighbors and communities know who is working on their behalf and making a better county for all of us!

A handwritten signature in cursive script, reading "Patrick Moynihan, Jr.", written in dark ink.

Patrick W. Moynihan, Jr.
Chairman, Brown County Board of Supervisors

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

March 20, 2013

Agenda No.:

Motion from the Floor

I make the following motion:

TO Executive Committee: TO
Approve a proclamation honoring
The Pulesti High School Boys
Basketball team on winning
the WIAA Div 2 State boys
basketball Championship.

Signed:

Ken Furr

District No.

26

(Please deliver to County Clerk after motion is made for recording into minutes.)

**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE
FOR MAY 6, 2013 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Atty. Gary A. Wickert, S.C.	12 W 27-B	4/29/2013	\$ 6,462.50	Airport - General Matters
MICHAEL, BEST & FRIEDRICH LLP	1238794	4/23/2013	\$ 74.00	Fox River Cleanup - Insurance
	1238795	4/23/2013	\$ 2,436.00	API & NCR v. Geo. A. Whiting, et al
Atty. David J. Matyas	4-23-13 NV	4/23/2013	1,087.00	Hearing examiner for Substantiated Abuse Appeal - N. V.
Phillips Borowski, S.C.	4616	4/10/2013	367.50	Professional Services
TOTAL =			\$ 10,407.00	

GARY A. WICKERT, S.C.

Attorney and Counselor at Law

801 E. WALNUT • P.O. BOX 1656

GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188

wicklaw@gbonline.com

April 29, 2013

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
3/27	Phone conference with Tom Rohan re: Jet Air;	.20
	Letter to Tom Muller re: Jet Air	.15
4/2	Phone conference with Sue Bertrand re: Jet Air;	
	Letter to Sue Bertrand re: Jet Air	.30
4/3	Meeting at Airport with Tom Miller, et al., re: Jet Air Amendment and other matters;	2.00
	Background/corporate check re: Executive Air and "Packerland Aviation";	
	Phone conference with Sue Bertrand;	
	Begin Packerland Aviation/Executive Air Lease	1.50
4/4	Phone conference with Sue Bertrand re: Executive Air;	.40
	Review current lease documents re: Executive Air;	
	Phone conference with Sue Bertrand re: Sanitary Disposal Fee;	.50
	Complete draft of Executive Air lease;	
	Letter to Tom, John, and Sue re: Executive Air;	1.50
	Begin review of information re: detention by security officers	.50
4/5	Review of material re: security/detention;	1.00
	Phone conference with Trace Paulson	.85
4/6	Review cases re: security/detention	1.50
4/8	Phone conference with Sue Bertrand;	.35
	Review of information from Trace Paulson	.30
4/9	Research re: crimes - misdemeanor vs. felony re: airport security;	
	Phone conference with Trace Paulson	1.50
4/10	E-mail from Sue Bertrand with Amendment to Jet Air lease;	.10
	Phone conference with John Reed;	.35
	Review Wisconsin Statutes re: concealed weapon and concealed carry licensing	1.50
4/11	Work on memorandum to Tom Miller re: PSO detaining	1.00
4/12	Work on memorandum to Tom Miller re: PSO	.75
4/13	Complete memorandum to Tom Miller re: PSO; Prepare punch list for PSO	1.00

Page Two
April 29, 2013

4/15	Prepare Detention Guidelines;	
	Letter to Tom Miller	.25
4/16	Review file re: storm water changes;	.25
	Meeting at Airport with Tom, John, and Sue	
	re: storm water changes, PSO, etc.	2.50
4/19	Phone conference with Sue Bertrand;	.25
	Review Delta lease;	
	Begin Second Amendment re: Delta	1.25
4/20	Work on Delta Second Amendment	1.00
4/22	Complete Delta Second Amendment;	
	Letter to Tom Miller;	.65
	Letter from Sue Bertrand re: cancellation	
	of Clean Power.	<u>.10</u>
	TOTAL HOURS:	23.50

23.50 HOURS @ \$275.00 PER HOUR = \$6,462.50

AMOUNT DUE ON ACCOUNT: \$6,462.50

Thank you,
GAW:prn

IN ACCOUNT WITH

MICHAEL BEST

A FREDERICH LTD.

One South Pinckney Street
P. O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

April 23, 2013
Invoice No. 1238794

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1238794

For Professional services rendered through March 31, 2013, as follows:

Matter: 018236-0042 Fox River Cleanup - Insurance

3/18/13	R Exum	Process defense invoice and prepare letter submitting same to insurers for reimbursement; update defense cost tracking chart.	0.40	\$74.00
Total Hours			0.40	
Total Services				\$74.00
Total This Matter				\$74.00

25

IN ACCOUNT WITH

MICHAEL BEST

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

April 23, 2013

Invoice No. 1238794

Matter: 018236-0042 Fox River Cleanup - Insurance

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
R Exum	Paralegal	.40	\$185.00	\$74.00
Totals				74.00

25

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

One South Packney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

April 23, 2013
Invoice No. 1238795

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1238795

For Professional services rendered through March 31, 2013, as follows:

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

3/4/13	I Pitz	Review recent briefs and memoranda; review status of court trial; review recent case correspondence; respond to request for stipulation regarding trial issues.	3.40	\$1,428.00
3/12/13	I Pitz	Review recent case correspondence and pleadings.	1.20	\$504.00
3/25/13	I Pitz	Review recent case correspondence and pleadings.	1.20	\$504.00

Total Hours	5.80
Total Services	\$2,436.00

Total This Matter	\$2,436.00
--------------------------	-------------------

IN ACCOUNT WITH



One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

April 23, 2013
Invoice No. 1238795

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
I Pitz	Partner	5.80	\$420.00	\$2,436.00
Totals				2,436.00

25

David J. Matyas
Attorney at Law
366 Main Avenue
De Pere, Wisconsin 54115
(920) 336-2333

Attorney Rob Collins
Brown County Corporation Counsel
305 E. Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

FOR PROFESSIONAL SERVICES: Hearing Examiner for Substantiated Abuse Appeal
Nicholas VanEyck-Rate = \$110.00/hour

Date	Services	Charge	Credit	Balance
3/05/13	Review Notice for Administration Appeal	11.00		11.00
3/06/13	Collect call from Nicholas at BC jail to discuss need to subpoena witness who will appear voluntarily and about right to be represented by attorney	22.00		33.00
3/08/13	Review County's witness list and substantiation decision reports	55.00		88.00
3/09/13	Continue to review substantiation decision reports; review procedural documents concerning substantiation decision and appeal	110.00		198.00
3/18/13	Appear at substantiated abuse appeal hearing at Brown County Jail	231.00		429.00
3/21/13	View Exhibit 10 Video CD and Exhibit 11	143.00		572.00
4/01/13	Draft decision	385.00		957.00
4/03/13	Edit and revise first draft of decision	110.00		1067.00
4/23/13	Balance Due			\$1067.00

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APR 24 2013

Brown County
Corporation Counsel

Invoice submitted to:

Brown County
305 E. Walnut St.
Room 120
Green Bay, WI 54301

April 10, 2013

Invoice #4616

In Reference To: Brown County

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
3/28/2013 ATP	2.10	367.50
Review and analyze CBA, letters and TAs; telephone conference with Mr. Miller and Corporation Counsel Ruenzel regarding same; review and revise letter to Attorney Cermele.	175.00/hr	
For professional services rendered	<u>2.10</u>	<u>\$367.50</u>

Name	Timekeeper Summary		
Andrew T. Phillips	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
	2.10	175.00	\$367.50

RECEIVED BY

APR 17 2013

Brown County
Corporation Counsel

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.408.9002	MHC Demolition Transfer In	500,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.408.4601.545	MHC Demolition Sales – Salvage	190,540
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.408.5700	MHC Demolition Contracted Services	530,540
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.408.6182.100	MHC Demolition Construction General	160,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.090.9003	General Fund Transfer Out	500,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.3000	General Fund Balance	500,000

Narrative Justification:

Request to transfer \$500,000 from the General Fund to be appropriated to the demolition, recycling and hazardous materials abatement for the old Mental Health Center located on St. Anthony Drive in Green Bay. The current unassigned fund balance reserved for contingencies has met the maximum 20 percent, so general funds are available in the unassigned cash flow to be spent on non-recurring purposes. Please see the attached memo for further description of the project.

AUTHORIZATIONS


 Signature of Department Head

Department: PUBLIC WORKS
 Date: 4/23/13


 Signature of Executive
 Date: 4/23/13

Executive Summary

Request for Funding- Demolition of Former Mental Health Center

The demolition of the former Mental Health Center (MHC) will be comprised of the following eight major phases of work.

- 1. Pre-Demolition Environmental Survey** (for asbestos, lead, refrigerants, mercury PBCs, etc.)
 - Work by: Midwest Environmental Consulting Services
 - Cost: \$7,000
 - Duration: Four weeks/20 days; Feb/March 2013
- 2. Abatement of Hazardous Materials**
 - Work by: Dirty Ducts Cleaning
 - PDT approval: April 22, 2013; Co. Board approval: May 15, 2013
 - Estimated Cost: \$119,000
 - Duration: Approximately 60 days; Summer 2013
- 3. Building Material Salvage and Recycling**
 - Work by: PWD and inmate labor
 - Estimated Revenue: \$190,540
 - Duration: Two months/40 days with 7-8 workers; Summer 2013
- 4. Pre-Impllosion, Selective Demolition (if required)**
 - Work by: County and State inmates
 - Cost: \$4,000
 - Duration: 4-5 weeks; August 2013
- 5. Building Impllosion**
 - Work by: Licensed blasting contract
 - Estimated Cost: \$215,000
 - Duration: Six weeks/30 days; Sept/Oct 2013
- 6. Removal of Debris Pile**
 - Work by: PWD crews
 - Estimated Cost: no incremental costs; equipment cost and fuel, as well as, labor will be offset by aggregate recovered for road projects
 - Duration: 2-4 months; Nov 2013 thru March 2014
- 7. Crushing of Concrete, Masonry and Stone (for Spring 2014 highway projects)**
 - Work by: PWD crews
 - Estimated Cost: \$75,000
 - Duration: 2-4 months; Nov 2013 thru March 2014
- 8. Site Restoration**
 - Work by: PWD crews
 - Estimated Cost: \$50,000
 - Duration: two weeks/10 days; May 2014

COST ANALYSIS:

Expenses

• Pre-demolition environmental survey	\$ 7,000
• Abatement of hazardous materials	\$119,000
• Pre-implosion, selective demolition	\$ 4,000
• Building implosion	\$215,000
• Removal of debris pile and crushing of concrete, masonry and stone (for Spring 2014 highway projects)	\$ 75,000
• Site Restoration	\$ 50,000
• Temporary Fencing	\$ 10,400
• Relocate tornado siren	\$ 15,000
• Permits	\$ 140
• <u>Contingencies</u>	<u>\$ 35,000</u>
Total estimated expenses	\$530,540

Total estimated revenues/savings **(\$190,540)**

Cost of 2 storage buildings **\$160,000**

Estimated Net Cost to Brown County for Demolition **\$500,000**

Value of Retained Property

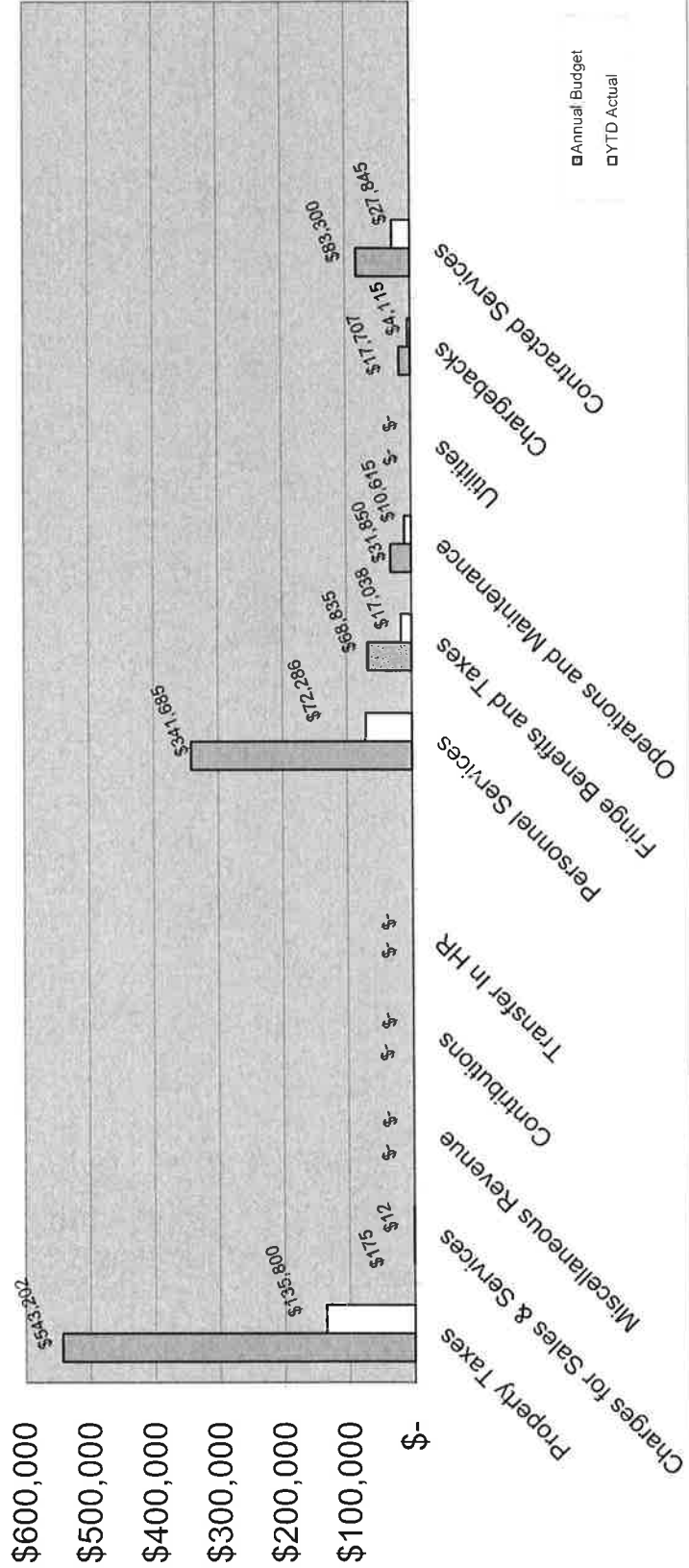
• Per April 2011 land appraisal	\$485,000
• <u>Current Estimate</u>	<u>\$921,500</u>
Value to use for this comparison	\$750,000

	Annual	YTD
	Budget	Actual
Property Taxes	\$ 543,202	\$ 135,800
Charges for Sales & Services	\$ 175	\$ 12
Miscellaneous Revenue	\$ -	\$ -
Contributions	\$ -	\$ -
Transfer In HR	\$ -	\$ -
Personnel Services	\$ 341,685	\$ 72,286 (1)
Fringe Benefits and Taxes	\$ 68,835	\$ 17,038 (2)
Operations and Maintenance	\$ 31,850	\$ 10,615 (3)
Utilities	\$ -	\$ -
Chargebacks	\$ 17,707	\$ 4,115 (4)
Contracted Services	\$ 83,300	\$ 27,845 (5)

Highlights:

- (1) - 21% of the Personnel Services budget has been utilized year-to-date.
 (2) - 25% of the Fringe Benefits and Taxes budget has been utilized year-to-date.
 (3) - 33% of the Operations and Maintenance budget has been utilized year-to-date. This is mainly attributed to \$4,587 paid to NACo (membership fees) and \$4,665 applied to WCA (membership fees). (Note: \$18,658 was paid to WCA, however, this amount is being amortized over 12 months or approximately \$1,555 per month.)
 (4) - 23% of the Chargeback budget has been utilized year-to-date.
 (5) - 33% of the Contracted Services budget has been utilized year-to-date. This is mainly attributed to \$27,500 paid to the external auditors for 2012 audit fees.

Board of Supervisors - March 31, 2013



29a



Budget by Account Classification Report

Through 03/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	543,202.00	.00	543,202.00	45,266.83	.00	135,800.49	407,401.51	25	584,081.04
Charges for sales and services	175.00	.00	175.00	.00	.00	12.29	162.71	7	377.05
Miscellaneous revenue	.00	.00	.00	.00	.00	.00	.00	+++	15.00
Contributions	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$543,377.00	\$0.00	\$543,377.00	\$45,266.83	\$0.00	\$135,812.78	\$407,564.22	25%	\$584,473.09
EXPENSE									
Personnel services	341,685.00	.00	341,685.00	31,308.28	.00	72,286.48	269,398.52	21	315,692.33
Fringe benefits and taxes	68,835.00	.00	68,835.00	7,649.48	.00	17,038.19	51,796.81	25	81,264.88
Operations and maintenance	31,850.00	.00	31,850.00	1,799.81	.00	10,614.75	21,235.25	33	31,567.51
Utilities	.00	.00	.00	.00	.00	.00	.00	+++	.00
Chargebacks	17,707.00	.00	17,707.00	1,599.75	.00	4,115.32	13,591.68	23	15,142.65
Contracted services	83,300.00	.00	83,300.00	185.00	47,600.00	27,845.00	7,855.00	91	89,155.00
EXPENSE TOTALS	\$543,377.00	\$0.00	\$543,377.00	\$42,542.32	\$47,600.00	\$131,899.74	\$363,877.26	33%	\$532,822.37
Fund 100 - GF Totals									
REVENUE TOTALS	543,377.00	.00	543,377.00	45,266.83	.00	135,812.78	407,564.22	25	584,473.09
EXPENSE TOTALS	543,377.00	.00	543,377.00	42,542.32	47,600.00	131,899.74	363,877.26	33	532,822.37
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$2,724.51	(\$47,600.00)	\$3,913.04	\$43,686.96		\$51,650.72
Grand Totals									
REVENUE TOTALS	543,377.00	.00	543,377.00	45,266.83	.00	135,812.78	407,564.22	25	584,473.09
EXPENSE TOTALS	543,377.00	.00	543,377.00	42,542.32	47,600.00	131,899.74	363,877.26	33	532,822.37
Grand Totals	\$0.00	\$0.00	\$0.00	\$2,724.51	(\$47,600.00)	\$3,913.04	\$43,686.96		\$51,650.72

BROWN COUNTY
BANK ACCOUNT RECONCILIATION REVIEW

PERFORMED BY:
DANNY J. PROCESS
BROWN COUNTY INTERNAL AUDITOR

APRIL 2013

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

April 29, 2013

Mr. Tom Lund
Executive Committee – Chair
305 E. Walnut Street
Green Bay, WI 54301

Dear Chairperson Lund:

I have completed a review of the bank account reconciliation process for Brown County. The attached report includes the scope, background, fieldwork performed and findings and recommendations identified. Management responses have also been incorporated into the report.

This report has been shared with Brent Miller, Director of Administration, as well as each of the County departments responsible for bank reconciliations. Each department has been given an opportunity to review the report.

Discussion of this report will be placed on the agenda for the Monday, May 6, 2013, Executive Committee meeting.

I would like to express my appreciation for the cooperation and assistance provided throughout the review from each of the County departments involved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dan Process".

Dan Process
Internal Auditor

CC: Executive Committee

Brent Miller, Director of Administration
Carolyn Maricque, Finance Director - Administration
Devon Christianson, Director – Aging and Disability Resource Center
Sheriff John Gossage, Brown County Sheriff
Jason Beck, Clerk of Courts
Sandy Juno, County Clerk
David Lasee, District Attorney
Brian Shoup, Executive Director – Human Services
Tim Schmitt, Finance Manager – Human Services
Cpt. Larry Malcomson, Captain – Jail
Lt. Phillip Steffen, Security Lieutenant – Jail
Cathy Williquette, Register of Deeds
Barbara Natelle, Syble Hopp School Administrator
Kerry Blaney, Treasurer

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Scope

As part of the annual Internal Audit workplan, which was approved by the Brown County Executive Committee, the scope of this review was to identify and assess the internal controls over bank reconciliations. Efforts to improve accuracy and/or efficiency were also considered during this review.

Background

Bank reconciliations should be prepared on a regular basis to identify and investigate differences between the County's records and the banks' records; including potential bank errors and/or unauthorized activity. To be effective, bank reconciliations should be completed on a timely basis and by individuals who do not have incompatible job duties. Reconciliation activities are further strengthened by implementing well-established best practices.

A number of Brown County departments require the use of bank accounts to facilitate County business. In most instances this activity is reflected within the County's main operating bank account and reconciled monthly by the Administration department. However, departments that have unique situations and utilize a separate bank account must complete a separate bank reconciliation. In those circumstances, each department is responsible for developing and implementing their own reconciliation process.

Fieldwork

The following activities were conducted during fieldwork to assist in the identification and evaluation of internal controls:

- Interviews with staff members responsible for preparing and/or reviewing bank reconciliations.
- A review of the documentation to support bank reconciliation activities, if available.
- A review of the bank reconciliations prepared for September, October and November 2012.

Findings and Recommendations

Findings and recommendations are presented in order of importance (highest to lowest). While no critical internal control weaknesses were identified during the review, the following eight (8) recommendations reflect a number of opportunities for the County to strengthen existing internal controls over bank reconciliations. The first four (4) recommendations represent issues that pertain to internal control weaknesses or a potential inefficiency, while the remaining four (4) recommendations represent issues that are of a lesser concern, but still important in the achievement of a robust internal control environment. Management responses have been incorporated into the report.

Finding #1

Issue: The balance in the Brown County Economic Crime Committee bank account was not reflected within the County's financial statements. In addition, ownership of this account was not clearly understood by the appropriate parties.

Condition: In conjunction with the bank reconciliation review, Internal Audit requested each County department to submit a list of bank accounts under their control/review. During this process, the following details were noted regarding the Brown County Economic Crime Committee account:

- The most recent bank statement pertaining to this account was received in the Administration department in 2012.
- In January 2013, Administration forwarded this statement to the District Attorney's office, which was believed to be the owner of the account.
- The current Office Manager and District Attorney were both unfamiliar with this account or their implied oversight responsibility.
- The Treasurer was unaware of the accounts existence or origin. *(The Treasurer was able to determine that the account was opened in 1991 under the County's Tax Identification Number (TIN), but was unable to determine who authorized the account.)*
- Account existence and purpose was known by the previous District Attorney's Office Manager.
- The balance in this account (\$7,476.01) was not reflected in the County's financial statements as of 12/31/12.

Note: The purpose of this account was to facilitate activities associated with white collar crime prevention. Based on a review of previous bank statements, Internal Audit determined that this account appears to have been dormant since August 3, 2009. It also appears that this account has been assessed \$130 in dormancy fees since this designation.

Recommendation: Corrective action should be taken by management to properly reflect the balance in the Brown County Economic Crime Committee account within the County's financial statements. In addition, management should consider reviewing existing bank account opening/closing procedures and reminding Department Heads and individuals of these procedures/requirements.

Management Response(s):

Joint response from the District Attorney and Administration – Management agrees with recommendation. Currently, the District Attorney is in the process of determining if this account can be closed and the balance transferred to the appropriate County department. Once this issue has been resolved proper accounting treatment can be determined. Targeted Implementation Date: June 30, 2013.

Treasurer – Management agrees with recommendation. The Treasurer will remind Department Heads annually that all bank account requests must be reviewed/approved by the Treasurer and all new/closed bank accounts processed by the Treasurer. Targeted Implementation Date: April 15, 2013, and annually thereafter.

Finding #2

Issue: Blank checks were signed in advance of issuance within the County Clerk's office.

Condition: In order to accept and process passport applications paid by the customer via debit/credit card, the County has established a checking account to meet strict passport processing requirements (i.e., payment to the government by check only). However, Internal Audit determined that multiple checks or the equivalent of one check packet was signed by the County Clerk in advance of passport applications received.

Note: Advance check signing was done to accommodate those situations when the primary check signer was unavailable.

Recommendation: Management should eliminate the practice of signing checks in advance of issuance. This safeguard would help to reduce the risk that an unauthorized transaction occurs. In addition, management should consider authorizing an alternative signer to address those situations when the primary signer is unavailable.

Management Response: Management agrees with recommendation. The Deputy has been added to the Passport account as a check signer. The County Clerk's office now has three (3) staff members available to sign checks on an "as needed" basis (County Clerk, Chief Deputy and Deputy). Checks are no longer pre-signed. Targeted Implementation Date: March 7, 2013.

Finding #3

Issue: Adequate segregation of duties was not maintained within the bank accounts held in the Sheriff's department.

Condition: Per review of the roles and responsibilities associated with the Sheriff controlled bank accounts, the following segregation of duty issues were identified:

Activity	Bomb Squad Acct	Emergency Travel Acct	Explorer Acct (1)
Deposits	Office Mgr.	Office Mgr.	Office Mgr.
Check Access	Office Mgr.	Office Mgr.	Office Mgr.
Check Signing	n/a	Office Mgr.	n/a
Reconciliation	Office Mgr.	Office Mgr.	Office Mgr.

(1) - Account not funded by County dollars.

As depicted above, the individual responsible for reconciling each bank account also has depositing capabilities and check access or check signing responsibilities. In order to maintain adequate segregation of duties such activities should be performed by different individuals.

Recommendation: Management should strengthen existing controls by removing incompatible duties from individuals responsible for bank reconciliation activities. If implementation of this control is not feasible, all incompatible activities performed by the reconciler should be reviewed by someone independent of the account reconciliation process.

Management Response: Management agrees with recommendation. The Office Manager was removed from check signing responsibilities for all bank accounts. For the Explorer account, depositing of funds is done by the DARE officer who is also the Explorer Post leader. In addition, an independent review of each reconciliation is done by the Accountant assigned to the Sheriff's Office. Targeted Implementation Date: March 5, 2013.

Finding #4

Issue: The monthly reconciliation process for the County's main operating bank account includes activities that were manual and time consuming.

Condition: Per review of the reconciliation process associated with the County's main operating bank account, Internal Audit noted that certain bank account activity must be individually coded to be utilized for reconciling purposes. The conversion of these transactions is manual and time consuming; including the coding of approximately 1,000 transactions each month.

Recommendation: Management should consider consulting with the bank to determine if data changes can be made to the transactions to facilitate the reconciling process. If this inquiry is unsuccessful or cost prohibitive, management should explore in-house opportunities to reduce data conversion efforts. By increasing efficiency, additional time should be available to focus on activities related to research and resolution of reconciling items.

Management Response: Management agrees with recommendation. Management acknowledges the reconciliation process is time consuming and involves numerous tasks to be completed, many of which are manual. The process for the bank reconciliation continues to be reviewed for efficiencies due to the complexity of the reconciliation. Since the bank account is utilized by thirty departments, there are numerous transactions that flow through the account. Over the last few years, steps have been made to mitigate the complexity due to the volume, such as segregating the accounts payable and payroll transactions in sub-accounts at the bank. Logos has also improved the efficiency of the bank reconciliation due to the automation of downloads and the outstanding check process. Even with these improvements we acknowledge this process should continue to be reviewed.

The procedure identified as particularly time consuming consists of coding downloaded bank account activity. Effective with the first reconciliation in 2013, Excel procedures were utilized that reduced the time it took to code the bank activity by about 50%.

Further opportunities to utilize automated procedures will be explored as well. As the Logos cash receipts module is rolled out to departments in 2013, we will continue to review processes for improvements. The bank reconciliations module in Logos will be reviewed after cash receipts is implemented to verify if this tool will be able to be utilized for our bank reconciliations. Targeted Implementation Date: The procedure to code the bank data was implemented in January of 2013. Additional improvements will be reviewed in 2013 and the beginning of 2014.

Finding #5

Issue: Reconciliations were not subject to an independent review.

Condition: During the review process Internal Audit determined that bank reconciliations prepared by the following areas/departments were not subject to an independent review:

- Aging & Disability Resource Center (ADRC)
- Human Services – Community Programs (CP)
- Human Services – Community Treatment Center (CTC)
- Register of Deeds

Recommendation: Management should strengthen existing controls by subjecting all reconciliations to an independent review. This review should be performed at least annually

and by someone independent of the reconciliation process. In addition, all reviews should be done on a surprise basis. This control would help to ensure that reconciliations are periodically reviewed for accuracy, completeness and timeliness.

Management Response(s):

ADRC – Management agrees with recommendation. The ADRC Director will intermittently review the current reconciliations on a quarterly basis beginning in April of 2013. Beginning in 2014 the Director will review bi-annually without notice to the accounting department. Targeted Implementation Date: April 2013.

Human Services (CP) – Management agrees with recommendation. An independent review will be documented and implemented in 2013 on a random unannounced basis by the CP Financial Supervisor. Targeted Implementation Date: March 2013.

Human Services (CTC) – Management agrees with recommendation. An independent review will be documented and implemented in 2013 on a random unannounced basis by the CP Accounting Supervisor. Targeted Implementation Date: March 2013.

Register of Deeds - Management agrees with recommendation. Annual and periodic review of monthly bank reconciliations will be performed by the Department Head. In addition, an annual review of the prior fiscal year will take place by January 31st of the following year. All reviews (annual and periodic) will be random and unannounced. Targeted Implementation Date: April 5, 2013.

Finding #6

Issue: A back-up to the primary reconciler did not exist.

Condition: Internal Audit determined that the following areas/departments did not have a designated back-up to the primary reconciler:

- Aging & Disability Resource Center (ADRC)
- Clerk of Courts
- Human Services – Community Treatment Center (CTC)
- Sheriff
- Syble Hopp

Recommendation: Management should strengthen existing controls by designating and training a back-up to the primary reconciler. This training should include sufficient assistance/guidance to allow completion of the bank reconciliation on a temporary basis. A back-up reconciler would help to ensure that bank reconciliations are completed if the primary reconciler is unavailable.

Management Response(s):

ADRC – Management agrees with recommendation. The Assistant Director of the ADRC will be trained as a back-up reconciler to the Accountant as a contingency for his/her absence. The Accounting Clerk will also be trained in the reconciliation process in Logo's and will assist the Assistant Director should the need occur. Targeted Implementation Date: June 30, 2013.

Clerk of Courts – Management agrees with recommendation. The Accounting Technician will be trained on the reconciliation process and be given a procedure manual on how to reconcile the bank account. Targeted Implementation Date: June 1, 2013.

Human Services (CTC) – Management agrees with recommendation. The CP Accounting Supervisor has been assigned to back-up the CTC Accountant. Targeted Implementation Date: June 2013.

Sheriff – Management agrees with recommendation. Within the written procedures a backup reconciler has been identified for each bank reconciliation. Targeted Implementation Date: March 6, 2013.

Syble Hopp – Management agrees with recommendation. In the absence of the Bookkeeper the School Secretary will reconcile the accounts under the supervision of the Administrator. (If Bookkeeper is absent more than 30 days, the school external auditor will be asked to assist in the reconciliation process.) Targeted Implementation Date: April 9, 2013.

Finding #7

Issue: Completed reconciliations did not include evidence to identify the preparer and/or when the reconciliation was completed.

Condition: Internal Audit reviewed the bank reconciliations prepared for September, October and November 2012 for evidence establishing accountability and timeliness. Based on this review, the reconciliations prepared by the following areas/departments lacked this evidence:

- Aging & Disability Resource Center (ADRC)
- Clerk of Courts
- County Clerk
- Human Services – Community Programs (CP)
- Human Services – Community Treatment Center (CTC)
- Register of Deeds

Recommendation: Management should consider strengthening existing controls by requiring the reconciliation preparer to establish accountability and timeliness by initialing and dating each reconciliation completed. This practice would also help to assign responsibility should the secondary reconciler complete the reconciliation in the absence of the primary reconciler. *(Note: Accountability and timeliness can be achieved electronically.)*

Management Response(s):

ADRC – Management agrees with recommendation. The Accountant will electronically date stamp all Excel documents that support the reconciliation process. Reconciliation documentation will be scanned in Laser fiche and labeled by date. Once the files are in Laser fiche, any edits or modifications are traceable. Targeted Implementation Date: March 31, 2013.

Clerk of Courts – Management agrees with recommendation. The template used to complete the monthly reconciliation has been updated to include the preparers' identity and date prepared. Targeted Implementation Date: February 2013.

County Clerk – Management agrees with recommendation. Changes have been made to the spreadsheet used in reconciling the passport checking account to include a signature line and date line for the staff person preparing the reconciliation. Targeted Implementation Date: March 13, 2013.

Human Services (CP) – Management agrees with recommendation. The preparer will sign and date the bank reconciliation each month. Targeted Implementation Date: January 2013.

Human Services (CTC) – Management agrees with recommendation. The preparer will sign and date the bank reconciliation each month. Targeted Implementation Date: February 2013.

Register of Deeds - Management agrees with recommendation. All monthly bank reconciliation reports will be signed and dated by the preparer before the reports are submitted to Brown County Administration office. This procedure will be included in the written

procedures for bank reconciliation found in the Register of Deeds Policy and Procedures for Deputies. Targeted Implementation Date: March 11, 2013.

Finding #8

Issue: Written procedures were not in place to support bank reconciliation activities.

Condition: Internal Audit determined that written procedures for bank reconciliation activities were not developed nor implemented within the following areas/departments:

- Aging & Disability Resource Center (ADRC)
- Clerk of Courts
- County Clerk
- Human Services – Community Treatment Center (CTC)
- Jail
- Register of Deeds
- Sheriff
- Syble Hopp

Recommendation: Management should consider strengthening existing controls by developing and implementing written procedures which support bank reconciliation activities already in place. These procedures should include: step by step instructions, reconciliation frequency requirements, roles and responsibilities and variance investigation requirements. Supervisory and/or secondary review requirements should also be addressed.

Management Response(s):

ADRC – Management agrees with recommendation. Written policies and procedures for all bank reconciliations will be developed, reviewed by the Brown County Internal Auditor for suggestions and approved by the ADRC Board of Directors. Targeted Implementation Date: June 30, 2013.

Clerk of Courts – Management agrees with recommendation. A procedure manual will be created. Targeted Implementation Date: June 1, 2013.

County Clerk – Management agrees with recommendation. Procedures for handling and balancing the Passport Checking Account have been documented and distributed to staff. Targeted Implementation Date: March 15, 2013.

Human Services (CTC) – Management agrees with recommendation. CTC accountant will document the bank reconciliation process and train the CP Accounting Supervisor for back-up. Targeted Implementation Date: June 2013.

Jail – Management agrees with recommendation. The potential for turnover within the positions can occur and written procedures would minimize the impact of this event. The task of creating written procedures has begun. Targeted Implementation Date: June 1, 2013.

Register of Deeds - Management agrees with recommendation. Specific written procedures for all bank reconciliations will be prepared by the Chief Deputy to be included in the Register of Deeds Policies and Procedures for Deputies. Targeted Implementation Date: April 30, 2013.

Sheriff – Management agrees with recommendation. Written procedures for all Sheriff bank reconciliations have been prepared and are on file. Targeted Implementation Date: March 6, 2013.

Syble Hopp – Management agrees with recommendation. Written procedures for all bank reconciliations have been prepared and are on file. Targeted Implementation Date: April 9, 2013.

Conclusion

Based on testing performed, it appears that bank reconciliations are being completed on a regular basis (monthly). In addition, documentation to support bank reconciliations was readily available. Implementation of the above recommendations is designed to further strengthen existing internal controls and to help ensure that bank reconciliations are completed accurately and timely.

April 17, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO APPROVE SUBMISSION REQUIREMENTS FOR PROPOSED
AMENDMENTS TO THE ANNUAL BUDGET BY BOARD SUPERVISORS**

WHEREAS, it is desirable to establish a Brown County Board of Supervisors ("Board") annual operating budget review process which will commence each year with the submission of the annual operating budget for the succeeding year by the County Executive to the Board; and

WHEREAS, consistent with the timetable established in Chapter 59, Wisconsin Statutes, the County Executive submits the annual operating budget, inclusive of all currently known proposed expenditures and revenues for the succeeding year, on or before October 1st of each calendar year; and

WHEREAS, the Board Chairperson designates distribution of the annual operating budget to the appropriate Board Standing Committees to conduct policy review and public hearings beginning in October, or soon thereafter, and concluding approximately seven (7) to fourteen (14) days in advance of the annual Board budget meeting whenever possible; and

WHEREAS, the public, Board and Brown County staff benefit from additional time to review and evaluate proposed amendments to the annual operating budget; and

WHEREAS, the primary underwriters of Brown County's budget, the residents and businesses of Brown County, deserve specific information on government spending increases/decreases as much in advance of the final budget decision-making date as possible; and

WHEREAS, Chapter 59, Wisconsin Statutes provides the authority for the Board to create and implement budget policies; and

WHEREAS, many other Wisconsin counties have successfully incorporated similar policies into their operations including; Jefferson County, Sauk County, Outagamie County and Waukesha County.

NOW, THEREFORE, BE IT RESOLVED that it is desirable for Board members to submit to the Brown County Board Office ("Board Office"), in writing, any requested financial amendments to the proposed annual operating budget, including fund transfers and tax levy adjustments, approximately five (5) business days in advance of the annual Board budget meeting, whenever possible. If practicable, upon receipt of said amendment(s), the Board Office and/or Board Chairman will forward all received amendment requests to the full Board, County Executive, Department Heads, media, and if time allows, to the Information Services department for posting on Brown County's public website. Each submitted amendment shall, at a minimum, include the effected division, department, and fund, as well as the estimated budgetary impact if known. This policy will be applicable to budgetary amendment requests with a fiscal impact of +/- \$50,000 or more, and have not been received by the Board Office prior to the overseeing Standing Committee's final annual operating budget meeting.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved by:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Fiscal Note: This Resolution does not require an appropriation from the general fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: May 1, 2013
REQUEST TO: Education & Recreation Committee
MEETING DATE: May 1, 2013
REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization
Neville Public Museum
Curator

ISSUE/BACKGROUND INFORMATION:

Following a thorough review of the operational needs of the Museum, a reorganization of the Curator positions is recommended to better meet the needs of the department and establish a more streamlined organization.

ACTION REQUESTED:

Approve the requested change to the Museum table of organization, deleting (5.00) FTE Curator positions and adding 1.00 FTE Assistant Director, 1.00 FTE Collections Manager, 2.00 FTE Assistant Curators and 1.00 FTE Education Specialist.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact?
 - b. If part of a bigger project, what is the total amount of the project?
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY
POSITION DESCRIPTION**

CLASS TITLE: COLLECTIONS MANAGER

REPORTS TO: MUSEUM ASSISTANT DIRECTOR

DEPARTMENT: NEVILLE PUBLIC MUSEUM

JOB SUMMARY:

Serves as collection manager for objects owned by or loaned to the Neville Public Museum. Responsible for the integrity of collection management systems. Creates, organizes and maintains, according to professional standards, the movement, storage, and documentation associated with collection accessioning, registration, de-accessioning, and loans.

ESSENTIAL DUTIES

Facilitates incoming and outgoing loans for collections, exhibitions, or research.

Oversees risk management, including ensuring adequate insurance coverage pursuant to the care, custody and control of all objects in the Museum's care.

Conducts periodic inventories of museum collections, reports the findings and updates registrarial records.

Works with the Museum Director, Assistant Director, and curatorial staff to develop and implement Museum policies governing collections and their use, custody and control.

Keeps informed of current professional conservation and management techniques and legal aspects of collections management to ensure proper care of the collections.

Organizes and maintains a professional system for object storage.

Facilitates professional packing and shipping of museum objects.

Assesses conservation needs and conducts basic collections care.

Represents the Museum to the general public and the profession through public programs and consultations, providing information for queries, giving interviews, attending meetings/lectures/workshops, and presenting museum-related research in workshops, conferences and/or in publications.

Performs research for objects and collections, as necessary.

Coordinates, facilitates, and ensures documentation of minutes in Collections Committee meetings and attends other Museum meetings as required.

Updates a Collections Disaster Plan. Schedules and facilitates staff training in its implementation. Maintains a disaster supplies inventory.

Assures compliance of NAGPRA and other Federal, State and local laws which affect collections.

Assists in the pulling, mounting, installation, handling and movement of Collections objects for exhibitions.

Processes requests for all rights including copyright, publication, exhibition and reproduction rights of Museum objects.

Assists other curators and staff in locating and documenting Collections objects.

Works with outside consultants to provide conservation care, object surveys and inventories.

Selects, trains, supervises and evaluates Collections Department volunteers and interns.

Supervises museum staff when they are assigned to collections tasks or projects.

Assists in the preparation of grant proposals.

Prepares various oral and written reports as requested by the Assistant Director and Museum Director.

Assists in developing and monitoring the Collections Department budget.

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment

Computers

Photography and digitalizing equipment

A/V equipment

Paper, board and fabric cutters

Basic conservation equipment (i.e. iron, steamer, variable speed vacuum, etc.)

MINIMUM QUALIFICATIONS REQUIRED:

EDUCATION AND EXPERIENCE:

Bachelors required or Master's degree preferred from an accredited college or university in art, American History or natural sciences, and/or in Museum Studies with a concentration in collections management, plus A minimum of three years working experience in museum registration; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

LICENSES OR CERTIFICATIONS:

Valid Wisconsin Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of professional museum collections management procedures.

Knowledge of museum operations, methodology and techniques.

Working knowledge of computers and collections management software.

Knowledge of conservation techniques and methodology for objects.

Knowledge of NAGPRA and other pertinent collections-based legislation.

Demonstrated knowledge of budget formulation and management.

Knowledge of current research methods and sources.

Knowledge of risk management/inventory systems/disaster planning.

Knowledge of storage systems and methods, packing, processing and recall of museum objects.

Demonstrated ability to organize and classify documents and artifacts.

Ability to effectively communicate orally and in writing.

Ability to establish and maintain effective working relationships with the public, Museum and Brown County staff, volunteers, interns and other museum professional.

Ability to effectively plan, supervise, monitor and evaluate the work of interns, volunteers, Museum staff and contractual employees.

Ability to organize, coordinate and manage people and resources.

Ability to prioritize and problem solve.

Ability to work as part of a team.

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting; occasional driving.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes. Distinguishing people or objects at varied distances under a variety of light conditions.

Occasional exposure to dust and/or mold when assessing potential collections.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 4/24/13

May 15, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
NEVILLE PUBLIC MUSEUM
CURATOR

WHEREAS, the Museum Director has reviewed the operational needs, addressing governance, financial concerns, product/experience, and the required resources for current needs and future aspirations; and

WHEREAS, the Human Resources Department in conjunction with the Museum Director conducted a thorough evaluation of the needs of the department and the duties of the positions to establish a more streamlined organization; and

WHEREAS, there are currently 5.00 FTE Curator positions titled Curator of Arts, Curator of Science, Curator of History, Curator of Education and Curator of Collections; and

WHEREAS, 1.00 FTE Curator is currently unfunded; and

WHEREAS, after a review of the future direction of the Museum and the current duties of the Curator positions, Human Resources in conjunction with the Museum Director recommend restructuring the department by deleting (5.00) FTE Curator positions and creating 1.00 FTE Assistant Director, 1.00 FTE Collections Manager, 2.00 FTE Assistant Curators (1.00 FTE will remain unfunded) and 1.00 FTE Education Specialist; and

WHEREAS, it is further recommended the Assistant Director be maintained in Pay Grade 20 of the Administrative Classification and Compensation Plan, the Collections Manager be maintained in the Pay Grade 18 of the Administrative Classification and Compensation Plan, and the Assistant Curators and Education Specialist be maintained in Pay Grade 15 of the Administrative Classification and Compensation Plan; and

WHEREAS, the current Curator positions are hourly working 1,950 annual hours. The new positions will be exempt working 2,080 annual hours.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Museum table of organization be changed deleting (5.00) FTE Curator positions and adding 1.00 FTE Assistant Director, 1.00 FTE Collections Manager, 1.00 FTE Education Specialist and 2.00 FTE Assistant Curator positions.

BE IT FURTHER RESOLVED, the Assistant Director be maintained in Pay Grade 20 of the Administrative Classification and Compensation Plan, the Collections Manager be maintained in Pay Grade 18 of the Administrative Classification and Compensation Plan, and the Education Specialist and Assistant Curator positions be maintained in Pay Grade 15 of the Administrative Classification and Compensation Plan.

BE IT FURTHER RESOLVED, the new positions are exempt working 2,080 annual hours.

BE IT FURTHER RESOLVED, the changes to the Museum table of organization are effective August 1, 2013 with the exception of the Assistant Director position which is effective immediately.

Partial Budget Impact (08/01/13 – 12/31/13):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Curator	(5.00)	Deletion	\$(105,548)	\$(49,478)	\$(155,026)
Curator (Unfunded)	1.00	Unfunded	\$ 21,110	\$ 9,895	\$ 31,005
Assistant Director, Pay Grade 20	1.00	Addition	\$ 24,633	\$ 10,422	\$ 35,055
Collections Manager, Pay Grade 18	1.00	Addition	\$ 22,234	\$ 10,064	\$ 32,298
Education Specialist, Pay Grade 15	1.00	Addition	\$ 18,638	\$ 9,527	\$ 28,165
Assistant Curator, Pay Grade 15	2.00	Addition	\$ 37,276	\$ 19,052	\$ 56,328
Assistant Curator (Unfunded)	(1.00)	Unfunded	\$(18,638)	\$(9,526)	\$(28,164)
Partial Budget Impact			\$(295)	\$(44)	\$(339)

Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Curator	(5.00)	Deletion	\$(253,315)	\$(118,747)	\$(372,062)
Assistant Director, Pay Grade 20	1.00	Addition	\$ 59,118	\$ 25,012	\$ 84,130
Collections Manager, Pay Grade 18	1.00	Addition	\$ 53,362	\$ 24,153	\$ 77,515
Education Specialist, Pay Grade 15	1.00	Addition	\$ 44,731	\$ 22,864	\$ 67,595
Assistant Curator, Pay Grade 15	2.00	Addition	\$ 89,462	\$ 45,726	\$ 135,188
Annualized Budget Impact			\$ (6,642)	\$ (992)	\$(7,634)

Respectfully submitted,

EDUCATION & RECREATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, COUNTY EXECUTIVE

Date Signed: _____

Authored by: Human Resources

Fiscal Note: This resolution does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

To: Lynn Vanden Langenberg
From: Tom Smith, Human Resources Analyst
Date: April 23, 2013
RE: Neville Public Museum Table of Organization Change

The Human Resources Department and the Museum Director have been working to establish an organizational structure to allow growth in the current Museum operations. We have evaluated the current positions for the value they add, and have come up with a more streamlined organization.

The current organizational structure has the following positions:

Director	1.0
Curator	5.0 (one position is currently unfunded)
Office Manager	1.0 (unfunded)
Guest Services Coordinator	1.0
Technician	2.0
Project Ops Manager – LTE	.50
Clerk/Typist	1.0
Cataloger – LTE	.75

Of the above positions, the position that we have evaluated is the curator positions. We have a Curator of Arts, Science, History, Education, and Exhibits, all of our employees are currently categorized as Curators. After thorough evaluation of where the Museum is currently at, and looking at the long range planning, we would like to recommend the deletion of all five curator positions, and establish the following new positions:

Assistant Director - The Assistant Director is a senior member of the leadership team responsible for the full range of curatorial, research, exhibition and education activities at the Neville Public Museum (NPM). Working with the Executive Director, the Assistant Director oversees the day-to-day, mission-driven operations of the NPM. This position ensures that all financial and administrative policies, plans, procedures and protocols are followed; supervises the curatorial, exhibits and education staff; and advocates for, coordinates, and facilitates exceptional exhibitions and programs.

Collections Manager - Serves as collection manager for objects owned by or loaned to the Neville Public Museum. Responsible for the integrity of all collection management systems. Creates, organizes and maintains, according to professional standards, the movement, storage, and documentation associated with collection accessioning, registration, de-accessioning, and loans.

Assistant Curators (2) - Provides assistance in setup, care and organization of the museum collection and Public programming. (One position will remain unfunded)

Education Specialist - Create community awareness, innovative learning experiences, and enjoyment of the Neville Public Museum by developing and coordinating a wide variety of special events and educational programs for schools, families and a variety of defined audiences.

We have evaluated the appropriate compensation for these positions utilizing three major categories: responsibility factors, work requirements, and aptitude requirements. Establishing these positions will have an annual savings of \$7,634. This cost is based on hiring candidates at step 2 for each new established position. It is important to note, that the new fiscal impact also includes an increase in 630 available hours for employees. All adjusted positions will be exempt at 2080 hours, while the previous curators were hourly employees working 1950 hours. The cost to increase the curators at their old rate of pay, to 2080 hours would have been \$19,406. This proactive reorganization will increase the available hours of employees, while saving in budgeted wages. The museum expects to see this change help generate revenue, and set them up for future growth opportunities. This is seen as phase I of a future integration program to streamline their operations. With the current unfunded position, and creating the assistant unfunded curator position, we will be able to implement this change effective August 1, 2013, with a savings of \$339.

Annual Fiscal Impact

Assist Director PG 20	1	Add	\$59,118	\$25,012	\$84,130
Collect Mngr PG 18	1	Add	\$53,362	\$24,153	\$77,515
Educ Speclst PG 15	1	Add	\$44,731	\$22,864	\$67,595
Asst Curator PG 15	2	Add	\$89,462	\$45,726	\$135,188
Curator Hourly 1950	5	Del	(\$253,315)	(\$118,747)	(\$372,062)
	0		(\$6,642)	(\$992)	(\$7,634)

Partial Year Fiscal Cost Jan 1-Jul 31, 2013

Curator Hourly 1950	5		\$147,761	\$69,267	\$217,029
Curator (1 Unfunded)	1		(\$29,552)	(\$13,854)	(\$43,406)

Partial Year Fiscal Cost Aug 1 – Dec 31, 2014

Assist Director PG 20	1		\$24,633	\$10,422	\$35,055
Collect Mngr PG 18	1		\$22,234	\$10,064	\$32,298
Educ Speclst PG 15	1		\$18,638	\$9,527	\$28,165
Asst Curator PG 15	2		\$37,276	\$19,052	\$56,328
Asst Curator Unfunded	1		(\$18,638)	(\$9,526)	(\$28,164)
					\$297,303

Actual Budget cost for 4 funded curators with fringe: \$297,642
 Difference: (\$339)

Recommendation:

I recommend the positions be approved as listed, and placed in the Administrative Class and Comp Plan in the following Pay Groups, with an effective date of August 1, 2013. The Assistant Director should be effective immediately.

Assistant Director – (1) added to PG 20
 Collections Manager – (1) added to PG18
 Assistant Curators – (2) added to PG15 (one position to be unfunded)

Education Specialist – (1) added to PG15

The five current Curator Positions will be deleted from the Table of Organization. Current employees will need to apply for the vacant positions within the Table of Organization, under the new compensation listed.

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: EDUCATION SPECIALIST

REPORTS TO: ASSISTANT MUSEUM DIRECTOR

DEPARTMENT: NEVILLE PUBLIC MUSEUM

JOB SUMMARY:

Create community awareness, innovative learning experiences, and enjoyment of the Neville Public Museum by developing and coordinating a wide variety of special events and educational programs for schools, families and a variety of defined audiences.

ESSENTIAL DUTIES:

Attract museum visitors and encourage new audiences through unique programs, workshops, activities, speakers, performances and special events.

Perform needs analysis before designing curriculum: Analyze, define, and report current customer profiles. Perform gap analyses between the current and desired market segments. Design and market new curriculum and programs that target defined customer profiles. Measure results of new curriculum to determine if the desired market segments have been attracted to and learned from new events and programs.

Research best education practices of museums in similar urban settings and implement methods to meet or exceed them.

Coordinate themed, seasonal programs that create synergy with tourism promotion resources at city, state, and regional levels. Include other museums and historical societies/entities as needed.

Facilitates educational projects, events, and programs in concert with curators, docents, archeologists, interns, volunteers, and other staff as needed.

Recruits, selects, trains, supervises and evaluates docents, interns, contractual help, and technicians as needed.

Develop a variety of training materials, curriculum, and programming in conjunction with other staff and consultants for targeted audiences. This could include online delivery, social media, brochures, videos and creative graphic media.

Develop schedules of seasonal, annual, long-term, and permanent educational programming with the Assistant Museum Director.

Develops preliminary programming budgets.

Works with the Assistant Museum Director to develop and implement Museum policies governing educational programs.

Keeps informed of current developments in learning methodologies, theories, and techniques.

Represents the Museum to the general public and the profession through public programs and consultations, providing information in response to inquiries. Gives interviews, attends meetings, lectures, and workshops, and presents research in workshops, conferences or publications.

Coordinates, prepares documentation for, and participates in Education Committee meetings.

Assists Director, Assistant Director in the preparation of grant proposals.

Prepares various oral and written reports as requested by the Assistant Director.

Attends Museum staff and committee meetings as required.

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computers, printers and various software packages
Multi-media equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree required or Master's degree preferred from an accredited college or university in education and/or in Museum Studies with a concentration in education, plus a minimum of three (3) years relevant experience in museum education and programming; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills and Abilities:

Knowledge of professional museum education theory, methodology, procedures, practices, and resources.

Knowledge of the learning characteristics of museum audiences, including both pedagogy and andragogy.

Knowledge of the objectives, curricula and operation of school systems and other educational institutions.

Knowledge of education program evaluation methods.

Knowledge of general museum operations, methodology and techniques.

Knowledge of communication media and technology.

Knowledge of budget preparation and the management of funds.

Knowledge of market research methods and sources.

Knowledge of and ability to utilize a computer and the required software.

Skill and ability to devise and produce educational programs, including the preparation and use of publications and exhibitions.

Ability to effectively communicate both orally and in writing -- appropriate to various educational levels and objectives.

Ability to establish and maintain effective working relationships with the public, Museum and Brown County staff, local schools, tourism development entities, volunteers, interns and other museum professionals.

Ability to effectively plan, supervise, coordinate, monitor and evaluate the work of interns, volunteers/docents, Museum staff and contractual employees.

Ability to organize, coordinate and manage resources.

Ability to prioritize and problem solve.

Ability to work as part of a team.

PHYSICAL DEMANDS:

Lifting 75 pounds maximum with assistance of another person, with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Frequent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting, climbing and reaching; occasional grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

Tolerating constant exposure to dust and mold.

Tolerating exposure to cold, heat, noise, vibration and hazards in the work environment.

The position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 4/24/13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT DIRECTOR

REPORTS TO: MUSEUM EXECUTIVE DIRECTOR

DEPARTMENT: NEVILLE PUBLIC MUSEUM

JOB SUMMARY:

The Assistant Director is a senior member of the leadership team responsible for the full range of curatorial, research, exhibition and education activities at the Neville Public Museum (NPM). Working with the Executive Director, the Assistant Director oversees the day-to-day, mission-driven operations of the NPM. This position ensures that all financial and administrative policies, plans, procedures and protocols are followed; supervises the curatorial, exhibits and education staff; and advocates for, coordinates, and facilitates exceptional exhibitions and programs.

ESSENTIAL DUTIES:

Foster a culture of professionalism, open communication and spirited collaboration among curators, educators, exhibit designers and members of the museum's mission-fulfillment departments.

Generate a diverse and inspiring program of exhibitions and presentations, drawn from the Museum's holdings and from elsewhere, based on seasonal, annual, and long term educational goals and objectives.

Assist the Director in planning and scheduling exhibitions and events.

Assist in budget planning, development, implementation, and management. Allocate resources for curatorial, education, and exhibit departments.

Manage personnel in accordance with their job description duties and Brown County Personnel Rules and Regulations.

Work with and supervise staff regarding budget reconciliations, processing of stipends, miscellaneous payment requests, invoices, quarterly reports, and other fiscal transactions.

Create, manage, and direct the development of long-range objectives for the Collections, Exhibitions, and Education Departments and ensure alignment with the Museum's mission and strategic plan.

Develop and implement the museum's collection strategies and parameters.

Represent the museum in the local, regional, national and international museum curatorial and education arenas, and make appropriate contributions to the field.

Participate in professional associations and conferences.

Perform additional duties as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Personal computers and accessories
A/V equipment
Digitizing Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

An advanced degree in one of the fields (art, history, science, design) represented by the NPM as a multi-disciplinary museum. A Master's Degree is required. A Doctorate is preferred.

Licenses and Certifications:

Knowledge, Skills and Abilities:

Proven organizational skills and attention to detail

Working knowledge of Windows, Mac, and MS Office

Excellent communication, supervision, team-building and interpersonal skills

Successful experience in museum or non-profit management

Knowledge of current research and best practices in the field

Demonstrated knowledge of museum operations and program management

Successful experience in budgeting and effective budget oversight.

Successful experience in implementing or facilitating fundraising and grant writing.

Proven knowledge of museum curatorial principles and practices, preferably with a track record of inventive, interactive exhibitions.

Demonstrated experience with and enthusiastic support for facilitating new technologies including advanced electronic devices, online resources, and social media.

Ability to provide leadership and drive to inspire individuals and promote teamwork within and across the institution.

Experience in writing and delivering educational curriculum to diverse audiences.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes. Distinguishing people or objects at varied distances under a variety of light conditions.

Occasional exposure to dust and/or mold when assessing potential collections.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 4/24/13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT CURATOR

REPORTS TO: MUSEUM ASSISTANT DIRECTOR

DEPARTMENT: NEVILLE PUBLIC MUSEUM

JOB SUMMARY:

Performs assistant curatorial duties in developing, implementing and coordinating exhibits, exhibit publications, programs and activities. Performs research and development of the museum collection in tandem with the Collection Manager. Interacts with archeologists, historians, and historical societies, and performs related functions as required.

ESSENTIAL DUTIES:

Assist in the research, and procurement of appropriate works, and implements installation of history exhibitions in concert with other staff.

Assist Museum staff in the planning, design, coordination and implementation of interdisciplinary exhibitions.

Assist in developing schedules of exhibits and provide input on exhibit and budgets.

Researches, writes and designs exhibition publications.

Assist in the selection, training, and supervision of contractual help, interns, technicians and volunteers.

Assist with processing loans (incoming and outgoing) with owners and other museums, in coordination with the Museum Assistant Director. Prepares condition reports of loaned materials, maintains documentation, crates and uncrates artifacts.

Provides acquisition recommendations and deaccessioning information to the Collection Manager and Assistant Director.

Conducts primary collections care including cleaning, mounting and exhibition preparation.

Works with Collections Manager to assess conservation and storage needs of individual objects.

Assists in developing and implementing educational tours, programs and activities including exhibition receptions and openings.

Acts as Museum's representative by presenting programs, giving gallery tours, providing information for queries, giving interviews, attending meetings\lectures\workshops, and presenting museum-related research in workshops, conferences and/or in publications.

Prepares various oral and written reports as requested by the Museum Assistant Director and attends staff meetings as required.

Assists the Assistant Director and/or Museum Foundation in the preparation of grant proposals.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computers and software
A/V equipment
Dry mount press
Paper and board cutters
Carpentry tools

MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:**

Bachelor's Degree from an accredited university or college in American history or Museum Studies with an American history component, plus two (2) years of relevant museum experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills and Abilities:

Knowledge of museum operations, methodology and techniques.

Knowledge of exhibit design, preparation and implementation.

Knowledge of building materials, media and techniques used in exhibit preparation.

Knowledge of American history and American material culture.

Knowledge of conservation techniques and methodology for historical objects.

Knowledge of methods and resources for developing and implementing public programming.

Knowledge of budgeting.

Knowledge of research methods and sources.

Skill in teaching.

Skill and ability to design and implement exhibits.

Skill and ability to use computers.

Ability to effectively communicate both orally and in writing.

Ability to establish and maintain effective working relationships with the public, Museum and Brown County staff, volunteers, and other professionals.

Ability to effectively assist in coordinating the work of interns, volunteers, Museum staff and contractual employees.

Ability to assist in organizing team efforts.

Ability to prioritize and problem solve.

Ability to contribute as part of a team.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Ability to lift 75 pounds with the assistance of another person; with frequent lifting and/or carrying of objects weighing up to a maximum of 40 pounds.

Frequent standing, walking and sitting; occasional driving.

Must be capable of using hand(s)/feet for repetitive single grasping, fine manipulation and pushing and pulling.

Frequent bending, twisting, squatting, climbing and reaching; occasional grappling.

Ability to communicate orally in a clear manner.

Ability to distinguish sounds at various frequencies and volumes.

Ability to distinguish people or objects at varied distances under a variety of light conditions.

Ability to withstand temperature changes in the work environment.

Ability to tolerate exposure to dust, mold, cold, heat, and other routine hazards in the museum work environment.

Ability to distinguish shades of color.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 4/24/13

- 10. Discussion and possible action as to competitive bargaining of salary and compensation for positions in human services department.**
- a. Closed session: Discussion as to competitive bargaining of salary and compensation for positions in human services department, pursuant to Wis. Stat. § 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**
 - b. Reconvene in open session: Discussion and possible action as to competitive bargaining of salary and compensation for positions in human services department.**

A discussion was held as to whether to have a closed session at this time or if this should be held until the following month. Hopp stated that in light of Director Shoup stepping down he felt it would be better to push this off for a month so they can deal with one person throughout this process.

Haefs stated this issue could be fairly general but he wanted to give a highlight of this item to the Committee because it seemed like it may be somewhat vague. Evans stated that he had worked with Corporation Counsel to get this as a closed session but a lot of things they were thinking about would be discussed in general terms.

Haefs shared his concerns with the Committee and stated that not this last November but the November before he was on the City Council and that is when everything changed with the unions. At both City Council and County Board motions were made for health insurance, retirement and similar things and wages were frozen for employees. Over the years, Haefs history with the unions has always been that consultations were held in closed session as to what can or cannot be done. When November came and it was budget time there was nothing left for any employees and the status quo was maintained. Haefs continued that he has spent all these years being involved in this and who decides what we do with the employees with regard to wages and benefits and things of that nature. He mentioned that in January, 2013 the healthcare was changed. He wanted to know what Committee made the motion to the County Board that was later voted on. It seems to Haefs that if the health insurance policy is changed, whether it is a decrease or increase of the deductible, the County Board should be involved in this. Shoup recalled that the change in health insurance was done in the budget process. If something is to be changed that affects all of the employees in the County, Haefs feels that the County Board should be involved.

Haefs continued that he was upset with the budget in that the issue of increasing wages was never discussed. The City Council looked at this at the City level and gave their employees an increase. All he is asking the Committee is if they feel they should be involved in these types of discussions at this time or if they should just wait until November and what gets plunked on their desks is what they pass. He noted that motions used to be made that administrative salaries be increased by a certain percentage and that would generate discussions. He also noted that in the past the Board was advised as to what was happening. Haefs stated he will not agree to a budget this year without some sort of raise in compensation for employees because the County has a lot of good employees who do a lot of good work.

Evans stated that this could be handled by putting this item on the Executive Committee agenda but Haefs had concerns with this. He stated that he had talked to Supervisor Erickson who said he would like to see pay increases handled on a merit basis. Normally at this time the Board would be looking forward and someone would be coming forward to let the Board know what kind of additions and/or subtractions with regard to compensation are being looked at. Haefs would like to be involved with this at this time rather than waiting until November and have this pop up at that time. He acknowledged that this is a complicated issue to say the least, but as a business owner himself he cannot believe the employees should go another year without getting some sort of increase.

Robinson agreed that something in terms of increases in compensation should be done and further, that the Board should not wait to get what they get in November. He felt the long term answer was the class and comp study that is being done. He would like to see in a systematic way how this will be addressed but he noted that this study will not be ready in time for the next budget. Robinson wondered if it would make sense to request either of this Committee or at the full County Board asking County Executive Streckenbach to let the Board know now what his intentions are with regard to employee salaries so dialogue can begin now rather than simply waiting to get what they get.

Haefs stated in the old days they met frequently with Fred Mohr and Don Vander Kelen to discuss salaries and benefits and the Board was always asked what their thoughts were. That is what Haefs is looking at at this time. He is not in favor of this issue coming for the first time in November, especially since the class and comp study will not be done for the next budget. Haefs will not support another budget that does not provide for some sort of increase in employee salaries. He felt that last year's budget had plenty of room for some sort of salary or wage increase for employees.

La Violette agrees with Haefs and in order to move this discussion forward it would be good to put in a communication to the Executive Committee. She felt this would be a fractured discussion if we need to look at all County employees and probably the most logical place for that discussion to start would be Executive Committee. Haefs stated he would be willing to put in a communication at County Board.

Van Dyck also agrees with the comments made and felt, like La Violette, that the place to have these discussions would be at the Executive Committee as this affects not only Human Services but all County departments. He felt that the time to have these discussion is now so that something can be incorporated into the budget conversations as they take place instead of waiting until October or November. He felt this should be discussed now and he also thought the feelings of the Board should also be made known in total to the County Executive to say what the Board will support and what the total dollar amount would be.

**Motion made by Supervisor Hopp, seconded by Supervisor Robinson to hold for one month.
*No vote taken.***

Motion made by Supervisor Haefs, seconded by Supervisor La Violette to refer to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY